

**REVISED NEIGHBORHOOD PLAN  
OF THE  
CITY & COUNTY OF HONOLULU 2006**

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**ANNOTATIONS FORMAT.** The annotations to this Public Review Draft of the proposed Revised Neighborhood Plan 2006 (**RNP 2006**) are presented as follows.

||||| -- The vertical marks that extend across the page are intended to serve as a visual indicator to separate the proposed text and layout of the Revised Neighborhood Plan 2006 (presented above the line of vertical marks) and the annotations provided for each section of the proposed Revised Neighborhood Plan 2006 (presented below the line of vertical marks).

**\*\*PLEASE NOTE:** If this proposed Revised Neighborhood Plan 2006 is duly adopted by the Neighborhood Commission and signed into law by the Mayor, the line of vertical marks and the annotations set forth below the line of vertical marks are **NOT** intended to be included in the final publication of the new Revised Neighborhood Plan 2006.

**Specific Section Number and Heading** – For ease of reference, the section number (if any) and heading of the specific section are indicated below the line of vertical marks and above the annotations for that specific section.

**Source** -- Identification of whether the section is (1) new; (2) taken from the Revised Neighborhood Plan 1986 (1998 edition) or Rules of the Neighborhood Commission (effective June 29, 1998); or (3) based on some other source.

**Parallel** -- Citation references to substantially similar or otherwise corresponding sections within this Neighborhood Plan (or other significant governing law).

**Comments** -- Explanatory information or other discussion and considerations concerning the proposed section.

**Ramseyer** -- Indication of changes proposed to be made to the section by using **[brackets]** to enclose material to be deleted and **underscoring** to indicate material to be added. “Ramseyer” refers to this notation method.

**\*\*PLEASE NOTE: Conceptually a bracket may be placed at the beginning and end of the Revised Neighborhood Plan 1986** (1998 edition) (**RNP 1986**) as that entire document is proposed to be repealed and superseded by the Public Review Draft Revised Neighborhood Plan 2006 (**RNP 2006**).

Much of the heritage of the RNP 1986 and Rules of the Neighborhood Commission (effective June 29, 1998) (**NCR**) will remain in the RNP 2006 – the Source and Ramseyer sections in the Annotated Public Review Draft RNP 2006 notes will indicate that heritage for reference.

Also added to the citation references at the end of each Public Review Draft RNP 2006 section is an entry for “History” (Hist) -- citation references to corresponding sections of the superseded Rules of the Neighborhood Commission (effective June 29, 1998) and Revised Neighborhood Plan 1986 (1998 edition). See the complete explanation set forth in the “Organization” section of the citation references listed. See also the Tables of Disposition for cross-referencing.

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## INTRODUCTION

***Aloha!*** The Revised Neighborhood Plan 2006 is the result of a comprehensive review and revision process conducted by the Neighborhood Commission and its Neighborhood Plan Committee from 1999-2005 to improve the Revised Neighborhood Plan 1986 (1998 edition). The Neighborhood Board System was authorized by the electorate of the City & County of Honolulu in 1972 through an amendment to the City Charter, formally created in 1973, and has accumulated more than 30 years of experience through the activities of the present 32 neighborhood boards formed since 1973. This governance document relies on that experience and responds to the needs of the Neighborhood Commission, the Neighborhood Board System as a whole, its participants, and the public at large.

The Neighborhood Commission is unique in comparison to all other boards and commissions of the City & County of Honolulu, having the policy and oversight authority and responsibility for the elective Neighborhood Board System. The System itself has considerable diversity in the number of members on each neighborhood board, the scope of representation of each member -- full districts (at large) and smaller subdistricts, and the geographic size and demographic characteristics of each neighborhood area as established by the neighborhood plan and initiative petitions.

In both organization and diversity there is strength for our island community. Accordingly, the Neighborhood Commission, pursuant to the authority granted by Article XIV of the Revised Charter of the City & County of Honolulu 1973 (2000 edition), has endeavored to craft a new Revised Neighborhood Plan 2006 that is intended to (1) promote the proper, orderly, and efficient conduct and administration of the Neighborhood Board System as a whole through appropriate uniformity and consistency; (2) promote and respect the diversity among neighborhood areas and boards within the Neighborhood Board System by allowing appropriate flexibility -- thereby serving to accommodate and indeed celebrate the “local flavors” of each Oahu community; and (3) serve as an inclusive “one stop” reference manual for the organization, administration, and conduct of the Neighborhood Board System.



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This new Revised Neighborhood Plan 2006 is intended to significantly help the Neighborhood Board System to better perform its democratic and advisory duty “to increase and assure effective citizen participation in the decisions of government” (Section 14-101, Revised Charter of the City & County of Honolulu 1973 (2000 edition); RNP 2006 § 1-301).

As always, it is up to each one of us to do our part! The actual success in the fulfillment of the above duty depends on the initiative, commitment, and responsibility of those persons in our community who are willing to actively participate and serve in this vital civic opportunity and expression of grassroots democracy. ***We the People . . .***

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: §§ 1-301, 1-303(a), 1-304, 7-102, 9-201] [Eff ]

##### **NEXT** #####

**CONSTANT EVALUATION**

The Neighborhood Commission, pursuant to Section 14-103(b) of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) (see Section 1-303(a) of the Revised Neighborhood Plan 2006), shall constantly “review and evaluate the effectiveness of the neighborhood plan and neighborhood boards and report thereon.”

Through its responsible use, the accumulation of additional experience, and any future amendments that may become necessary and appropriate, the Revised Neighborhood Plan 2006 is intended to be a dynamic and “living” governance document. The Neighborhood Commission seeks the help of everyone in fulfilling the responsibility to constantly review and evaluate the neighborhood plan and the Neighborhood Board System.

All who participate in any way with the Neighborhood Board System – voters, members, residents, and all other persons and agencies – are encouraged to evaluate and comment on (1) the substance and effectiveness of the Revised Neighborhood Plan 2006, and (2) the conduct, activities, performance, and effectiveness of the Neighborhood Commission and the neighborhood boards in the fulfillment of their democratic and advisory duty to “increase and assure effective citizen participation in the decisions of government.”

Please direct all comments, suggestions, questions, and concerns to the Executive Secretary and the Neighborhood Commission – see Section 1-201 of the Revised Neighborhood Plan 2006 for the contact information.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: §§ 1-303(a), 1-304, 7-102, 9-201] [Eff ]

##### **NEXT** #####

**ORGANIZATION**

The Revised Neighborhood Plan 2006 presents and consolidates the relevant provisions of the Revised Charter of the City & County of Honolulu 1973 (2000 edition), the Rules of the Neighborhood Commission (effective June 29, 1998), and the Revised Neighborhood Plan

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1986 (1998 edition) – the governing rules of the Neighborhood Board System – into one comprehensive and efficient governance document.

The Revised Neighborhood Plan 2006 is organized on the basis of:

(1) the hierarchy of legal authority (Revised Charter, then Neighborhood Commission rules, then Neighborhood Plan – including the rules of the neighborhood boards) and executive branch rank (the people {electorate}, Mayor, Managing Director, Neighborhood Commission, Executive Secretary, then neighborhood boards); and

(2) the conceptual “life cycle” of a neighborhood board – initiation and formation (Article 5), election (Article 6), operation (Article 7), and termination (Article 8).

The consolidation and manner of organization is intended to promote ease of use, provide appropriate parallelism among the components of the Revised Neighborhood Plan 2006 as a whole, and clearly treat each part of the Neighborhood Board System according to its organizational rank.

The Revised Neighborhood Plan 2006 is newly organized into major components (articles) and subdivisions (parts and sections). A new numbering system is used which fully indicates for each section its placement in the whole. The first digit of a section number indicates the **Article**, and the second digit indicates the **Part** within that Article in which the section appears. The third and fourth digits indicate the particular **Section**, which are organized sequentially in ascending order. For example, Section 4-302 is found at Article 4, Part 3, Section 2. Subsections are then indicated by citation references placed within parentheses -- for example, Section 7-404(b)(8).

Each section has a heading to succinctly indicate its subject matter, promote organization of the whole document, and provide ease of reference through the table of contents instead of an index.

The new organization, new numbering system, and use of section headings promotes the utility and ease of reference to this neighborhood plan, provides more direct access to particular rule statements, simplifies the accommodation of any future amendments, and distinguishes the Revised Neighborhood Plan 2006 from all earlier Neighborhood Commission rules, neighborhood board rules, and neighborhood plans.

In addition, pursuant to Hawaii Revised Statutes Section 91-4.2(1), Revised Ordinances of Honolulu Section 1-9.2, and the Hawaii Administrative Rules Drafting Manual, Second Edition (State of Hawaii Legislative Reference Bureau, 2003), at the end of each section the Revised Neighborhood Plan 2006 sets forth in brackets the following information:

- (1) **Authority** (Auth) – citation references to the legal authority for the adoption of the rule, statement, or action;
- (2) **Implementing** (Imp) – citation references to the legal authority being implemented or interpreted by the rule, statement, or action;
- (3) **History** (Hist) – citation references to corresponding sections of the superseded

The abbreviations and symbols below may be found in the authority reference and historical citations located at the end of each section, in the notes, and in the tables of disposition.

Auth	= Authority – citation references to the legal authority for the adoption of the rule, statement, or action.
Imp	= Implementing – citation references to the legal authority being implemented or interpreted by the rule, statement, or action.
Hist	= History – citation references to corresponding sections of the superseded Rules of the Neighborhood Commission (effective June 29, 1998) and Revised Neighborhood Plan 1986 (1998 edition).
Para	= Parallel – citation references to substantially similar or otherwise corresponding sections within the Revised Neighborhood Plan 2006.
Eff	= Effective date of the rule, statement, or action.
§, §§, or s	= section or sections.
am	= amended, or amended by.
am imp	= amended by implication.
art	= article.
c or ch	= chapter or chapters, or act.
CFR	= Code of Federal Regulations.
gen ch	= gender change.
HAR	= Hawaii Administrative Rules.
Haw. Const.	= Constitution of the State of Hawaii.
HRS	= Hawaii Revised Statutes.

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**Section 1-102. Supersession, Consolidation, and Transition.** (a) The Revised Neighborhood Plan 2006 supersedes the Revised Neighborhood Plan of the City & County of Honolulu 1986 (1998 edition) and the Rules of the Neighborhood Commission of the City & County of Honolulu adopted December 19, 1974, amended May 12, 1998, and effective June 29, 1998. Both sets of rules are expressly repealed by and through the adoption of the Revised Neighborhood Plan 2006.

(b) In order to promote the efficient and effective administration, conduct, and evaluation of the Neighborhood Board System by the Neighborhood Commission, Executive Secretary and Neighborhood Commission Office, board members, and the public, the neighborhood plan, the rules of the Neighborhood Commission, and the rules of the neighborhood boards shall be consolidated into the Revised Neighborhood Plan 2006 as a single, comprehensive set of rules.

(c) The Revised Neighborhood Plan 2006 shall serve as the exclusive comprehensive set of rules for the Neighborhood Board System. Any and all sets of neighborhood board rules which were adopted by the Neighborhood Commission in conjunction with the acceptance of a neighborhood's initiative petition are expressly repealed by and through the adoption of the Revised Neighborhood Plan 2006.

(d) The adoption of the Revised Neighborhood Plan 2006 shall not otherwise affect the validity of any neighborhood's initiative petition previously accepted by the Neighborhood Commission, and such initiative petitions shall continue and remain in full force and effect.

(e) Any initiative petition that is first submitted after the effective date of the Revised Neighborhood Plan 2006 shall conform in all respects to the rules set forth in the Revised Neighborhood Plan 2006, as amended.

(f) Any proposed amendments to any neighborhood's initiative petition that has been previously accepted by the Neighborhood Commission that are submitted after the effective date of the Revised Neighborhood Plan 2006 shall conform in all respects to the rules set forth in the Revised Neighborhood Plan 2006, as amended.

(g) Neighborhood boards shall conform their initiative petitions in all respects to the rules set forth in the Revised Neighborhood Plan 2006, as amended, upon either (1) the submission of any proposed amendments to the initiative petition originally approved by the Neighborhood Commission in accordance with Section 5-106, or (2) the direction of the Neighborhood Commission made at any time on the commission's own motion in accordance with Sections 1-303(a), 1-304, 4-303, and 5-105.

(h) All proceedings pending before the Neighborhood Commission involving initiative petitions, other petitions, hearings, investigations, and any other proceedings that are not completed at the effective date of the Revised Neighborhood Plan 2006 shall continue and remain in full force and effect until duly completed or otherwise terminated in accordance with the rules which were in effect at the time of initiation (record date) of the initiative petition, other petition, hearing, investigation, or other proceeding.

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[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: Organization, §§ 1-303(a), 1-304, 4-303, 5-102, 5-105, 7-201, 9-101(a)] [Eff ]

===== NEXT =====

**Section 1-103. Severability.** If any section or provision of this Neighborhood Plan or the application thereof to any person or circumstance is held to be invalid for any reason whatsoever, the invalidity shall not affect the remaining sections or provisions or applications of the Neighborhood Plan which can be given effect without the invalid section or provision or application. To this end, the sections or provisions of this Neighborhood Plan are declared to be severable.

[Auth: RCH §§ 4-105(4), 13-123, 14-101, 14-102, 14-103, 14-104, HRS § 91-16; Imp: RCH §§ 4-105(4), 13-123, 14-101, 14-102, 14-103, 14-104, HRS § 91-16; Hist: RNP 1986 §§ 1-11.1, 3-11.1, 4-13.1, 4-14.1; Para: None] [Eff ]

===== NEXT =====

**Section 1-104. Force and Effect of Law.** This Neighborhood Plan, as amended, and any rule thereof adopted, amended, revised, or repealed, when approved, promulgated, and filed as provided in Article 9 of the Neighborhood Plan shall have the force and effect of law.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS §§ 91-3, 91-4; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS §§ 91-3, 91-4; Hist: New; Para: §§ 9-101 to 9-104] [Eff ]

===== NEXT =====

**Section 1-201. To Obtain Information.** (a) The public may obtain information as to the matters within the jurisdiction of the Neighborhood Commission by inquiring during regular business hours at:

The Neighborhood Commission Office	<b>OR</b>	The Office of the City Clerk
City Hall, Room 400		City Hall, Room 100
530 South King Street		530 South King Street
Honolulu, Hawaii 96813		Honolulu, Hawaii 96813
Telephone (808) 527-5749		Telephone (808) 523-4352
Fax (808) 527-5760		
E-mail nco@co.honolulu.hi.us		
Internet Website www.co.honolulu.hi.us		

or at such other principal places of business as may be established by the Neighborhood Commission and the City & County of Honolulu.

(b) Inquiries may be made in person or by telephone during regular business hours, or by submitting a request for information in writing to the Neighborhood Commission Office by letter, fax, or e-mail.

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(c) A directory of the members and officers of the Neighborhood Commission and each neighborhood board is maintained by the Neighborhood Commission Office and is available for public inspection.

(d) All Neighborhood Commission and neighborhood board rules, agendas, minutes of meetings, and other public documents are on file and available for public inspection at the Neighborhood Commission Office, or are otherwise retrievable through assistance from the Neighborhood Commission Office.

(e) Copies of the rules, agendas, minutes of meetings, and other public documents of the Neighborhood Commission and each neighborhood board are available to the public at a price fixed by law.

(f) Any person or agency that requests to receive notice of Neighborhood Commission or a specific neighborhood board's activities, meetings, or hearings shall be placed on an appropriate mailing list to be maintained by the Neighborhood Commission Office. The Neighborhood Commission Office shall duly distribute a copy of the appropriate meeting or hearing notices and agendas to those persons and agencies on the mailing list as an administrative service for the Neighborhood Commission and neighborhood boards. The Neighborhood Commission Office and neighborhood boards may periodically update the mailing list by inquiring whether those persons and agencies then included on the mailing list wish to continue to receive public notices of the Neighborhood Commission or that neighborhood board, and may remove from the mailing list any persons and agencies that do not respond to the inquiry.

[Auth: RCH §§ 4-105(4), 13-105, 14-101, 14-102, 14-103, 14-104, HRS § 91-2(a)(1); Imp: RCH §§ 4-105(4), 13-105, 14-101, 14-102, 14-103, 14-104, HRS § 91-2(a)(1); Hist: NCR §§ 2.1, 3.4, 4.1(b); RNP 1986 §§ 4-3.1, 4-3.2; Para: §§ 7-101, 7-306(e)] [Eff ]

===== **NEXT** =====

**Section 1-301. Establishment of Neighborhoods and Neighborhood Boards.**

(a) Section 14-101 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) establishes the Neighborhood Board System as follows:

Neighborhoods and neighborhood boards to increase and assure effective citizen participation in the decisions of government shall be established in accordance with a neighborhood plan. (Reso. 84-231)

(b) The establishment of the Neighborhood Board System is in furtherance of the Preamble of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) which states:

We, the people of the City and County of Honolulu, accepting responsibility to seek to achieve in our time that righteousness by which the life of our land is preserved and to encourage and enable our people to participate in their governance, do hereby adopt this Charter of the City and County of Honolulu.

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(c) The establishment of the Neighborhood Board System is also in furtherance of Section 2-102 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) regarding the purposes of the city, which states that:

All city powers shall be used to serve and advance the general welfare, health, happiness, safety and aspirations of its inhabitants, present and future, and to encourage their full participation in the process of governance.

[Auth: RCH §§ Preamble, 2-102, 4-105(4), 14-101; Imp: RCH §§ Preamble, 2-102, 4-105(4), 14-101; Hist: RNP 1986 §§ 1-1.1, 1-1.2; Para: Introduction] [Eff ]

\*\*\*\*\* NEXT \*\*\*\*\*

**Section 1-302. Establishment of the Neighborhood Commission.** (a) Section 14-102 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition), as amended, establishes the Neighborhood Commission as follows:

There shall be a neighborhood commission which shall consist of nine members chosen from the city at large. The mayor shall appoint four members, at least two of whom shall have served on a neighborhood board for at least one full term. The presiding officer of the council, with the approval of the council, shall appoint four members, at least two of whom shall have served on a neighborhood board for at least one full term. The ninth member shall be appointed by the mayor and confirmed by the council. The ninth member shall have served on a neighborhood board for at least one full term.

The commission shall elect a chair from among its members. Any vacancy in the commission shall be filled in the same manner as for an original appointment.

The commission shall act by majority vote of its membership and shall establish its own procedures. Commission members shall be compensated and reimbursed for their necessary expenses as provided by ordinance. The council shall appropriate funds to the neighborhood commission necessary for the performance of its official duties.

The terms of members initially appointed shall be for five years, and their successors shall serve for staggered terms of five years in the manner provided in Section 13-103(c) of this charter. (Reso. 83-357; 1992 General Election Charter Amendment Question No. 25; Reso. 04-18; 2004 General Election Charter Amendment Question No. 2)

(b) Sections 13-103(a) & (c) of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) concerning boards and commissions establish the following:

Except as otherwise provided by this charter or by law, all boards and commissions established by this charter or by ordinance shall be governed by the following provisions:

(a) To be eligible for appointment to a board or commission, a person shall be a





**Section 1-303. Powers, Duties, and Functions of the Neighborhood Commission.**

(a) Section 14-103 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) establishes the powers, duties, and functions of the Neighborhood Commission as follows:

The neighborhood commission shall:

- (a) Develop, after public hearings, a neighborhood plan which shall be effective upon filing with the city clerk.
- (b) Review and evaluate the effectiveness of the neighborhood plan and neighborhood boards and report thereon.
- (c) Assist areas of the city in the formation and operation of their neighborhoods and neighborhood boards, upon their request.

(b) Section 4-105(4) of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) concerning the powers and duties of heads of executive agencies establishes the following:

Rules and regulations affecting the public as may be necessary to the performance of the functions assigned to executive agencies may be promulgated as authorized by this charter or by law. Such rules and regulations, after public notice and public hearing and upon approval by the mayor, shall have the force and effect of law. Each head of an executive agency shall file in the office of the city clerk not less than three copies of such rules and regulations. The rules and regulations may be amended or repealed by the same process required for original promulgation. (Reso. 83-357, 90-295 and 95-205)

(c) The Neighborhood Commission shall have the responsibility to establish policy for the Neighborhood Board System and provide oversight evaluation for the Neighborhood Commission Office and the Neighborhood Board System. The Neighborhood Commission shall not have responsibility or control over the administrative affairs or day-to-day operations of the Neighborhood Commission Office.

[Auth: RCH §§ 4-105(4), 13-106, 14-103; HRS §§ 91-3, 91-4; Imp: RCH §§ 4-105(4), 13-106, 14-103; HRS §§ 91-3, 91-4; Hist: New; Para: Constant Evaluation, §§ 1-304, 1-305(b), 7-102, 9-201] [Eff ]

\*\*\*\*\* NEXT \*\*\*\*\*

**Section 1-304. The Neighborhood Plan.** Section 14-104 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) establishes the purposes of the Neighborhood Plan as follows:

The neighborhood plan shall designate the boundaries of neighborhoods and provide procedures by which registered voters within neighborhoods may initiate and form neighborhoods and the manner of selection of the members of neighborhood boards, their terms of office and their powers, duties and functions.

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The plan may be amended by the commission, after public hearings to be held in various areas of the city, and amendments shall become effective upon filing with the city clerk.

[Auth: RCH §§ 4-105(4), 14-104; Imp: RCH §§ 4-105(4), 14-104; Hist: New; Para: §§ 1-303(a), 7-102, Articles 4, 5, 6, & 9] [Eff ]

===== NEXT =====

**Section 1-305. Executive Secretary.** (a) Section 14-105 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) establishes the position of the Executive Secretary as follows:

There shall be an executive secretary to the neighborhood commission who shall be appointed by the mayor and confirmed by the council, and may be removed by the mayor. (Reso. 95-261)

(b) The Executive Secretary shall report and answer to the Managing Director and the Mayor, and shall be responsible for: (1) the administration of the Neighborhood Board System, (2) assisting the Neighborhood Commission, (3) the administration of the Neighborhood Commission Office and staff, (4) directing all Neighborhood Board System elections, and (5) responding to inquiries from persons and agencies seeking information or review pursuant to Article XIV of the Charter and this Neighborhood Plan. See Section 3-401.

[Auth: RCH §§ 4-102, 4-105, 4-105(4), 5-103(a), 6-102, 14-101, 14-102, 14-103, 14-104, 14-105; Imp: RCH §§ 4-102, 4-105, 4-105(4), 5-103(a), 6-102, 14-101, 14-102, 14-103, 14-104, 14-105; Hist: New; Para: §§ 3-210(d), 3-401, 6-202, 7-102(g)] [Eff ]

===== NEXT =====

**Section 1-306. Neighborhood Commission Office Procedures & Resource Materials.**

Pursuant to the responsibilities set forth in Section 1-305 and subject to the approval of the Managing Director or the Mayor, the Executive Secretary shall have the authority to prescribe such rules and regulations as are necessary for the organization and internal administration of the Neighborhood Commission Office, and may prepare any written, audiovisual, and electronic resource materials, guidebooks, guidelines, audiovisual recordings, websites, etc., for the benefit of the Neighborhood Board System participants and the public without giving public notice or holding public hearings.

[Auth: RCH §§ 4-105(3) & (4), 14-101, 14-103, 14-105; HRS § 91-1(4); Imp: RCH §§ 4-105(3) & (4), 14-101, 14-103, 14-105; HRS § 91-1(4); Hist: New; Para: § 1-305] [Eff ]

===== NEXT =====

**Section 1-307. Records Management.** (a) The Neighborhood Commission and Executive Secretary shall prepare, establish, and promulgate policies and procedures for the management and disposition of records created and received by the Neighborhood Commission Office, the Neighborhood Commission, and the neighborhood boards in

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accordance with Hawaii Revised Statutes Chapter 92F – Uniform Information Practices Act (Modified), and Article 9, Part 1 of this Neighborhood Plan.

(b) The members and officers of the Neighborhood Commission and each neighborhood board, upon the expiration of their terms of office or as otherwise appropriate, shall transfer all official records of the commission or board then in their possession to their duly qualified successors in office or the Neighborhood Commission Office in order to maintain and preserve the working records and archives of the commission and boards.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS § 91-3 & c 92F; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS § 91-3 & c 92F; Hist: New; Para: §§ 1-302, 1-303, 1-304, 1-305, 3-401] [Eff ]

===== **NEXT** =====

**Section 1-401. Standards of Conduct.** (a) Section 11-101 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) declares the standards of conduct policy as follows:

Elected and appointed officers and employees shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. They, as agents of public purpose, shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their offices regardless of personal considerations.

(b) Neighborhood board members are not officers or employees of the City & County of Honolulu under the Charter. However, the standards of conduct policy set forth in Section 1-401(a) shall apply to all neighborhood board members.

[Auth: RCH §§ 4-105(4), 11-101, 14-101, 14-102, 14-103, 14-104, Haw. Const. art. XIV; Imp: RCH §§ 4-105(4), 11-101, 14-101, 14-102, 14-103, 14-104, Haw. Const. art. XIV; Hist: New; Para: §§ 3-301, 3-302, 3-303, 7-103, 7-202, 7-701, 7-702, 7-703, 7-801] [Eff ]

===== **NEXT** =====

**ARTICLE 2**  
**GENERAL PROVISIONS**

Section	2-101.	Definitions.
	2-201.	Law Citations.
	2-301.	Computation of Time.
	2-302.	Facsimile (Fax) or Electronic Signatures.

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**Section 2-101. Definitions.** Subject to additional definitions contained in subsequent sections of this Neighborhood Plan which are applicable to specific Articles or Parts thereof, for the purposes of these rules, the words and phrases used herein are defined as follows.

**“Agency”** means any public governmental official, branch, department, division, office, authority, corporation, or other legal public governmental entity of any level (international, federal, state, county, or municipal) and of any character other than a person.

**“Board” or “Neighborhood Board”** means a duly formed, qualified, and authorized neighborhood board established in accordance with this Neighborhood Plan.

**“Board Member” or “Neighborhood Board Member”** means a member of a neighborhood board duly qualified and elected in accordance with this Neighborhood Plan.

**“Business”** includes a corporation, company, partnership, sole proprietorship, trust or foundation, or any other individual or organization carrying on a business, whether or not operated for profit.

**“Charter”** means the revised charter of the city and county of Honolulu 1973 (2000 edition), as amended.

**“City”** means the body politic and corporate by the name of “City and County of Honolulu.”

**“City Clerk”** means the city clerk of the city and county of Honolulu. (See Section 3-301 of the Charter.)

**“City Council”** means the nine member legislative body of the city and county of Honolulu. (See Sections 3-101 and 3-102 of the Charter.)

**“Commission” or “Neighborhood Commission”** means the neighborhood commission of the city and county of Honolulu established pursuant to Section 14-102 of the Charter.

**“Commission Member” or “Commissioner” or “Neighborhood Commission Member” or “Neighborhood Commissioner”** means a member of the neighborhood commission duly qualified and appointed in accordance with Section 14-102 of the Charter.

**“Delegate”** means any person duly appointed by the neighborhood commission or a neighborhood board from among its membership to represent the commission or board in various matters as necessary and appropriate to perform its duties. (See Sections 3-215 & 7-504.)

**“Duly Distribute”** means to timely distribute by mail, messenger, fax, e-mail, or other appropriate means the meeting notices, agendas, minutes, and other written materials of the neighborhood commission and neighborhood boards to their respective members and those persons and agencies that have requested to receive notice of meetings,

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1 hearings, or other activities of the neighborhood commission or specific neighborhood  
2 boards and are placed on a “mailing list.”

3  
4 **“Executive Secretary”** means the executive secretary of the neighborhood  
5 commission duly appointed in accordance with Section 14-105 of the Charter. (See Section  
6 1-305.)

7  
8 **“Individual”** means a natural person.

9  
10 **“Initiative Petition”** means the document presented to the neighborhood  
11 commission by the residents in a neighborhood area for the purpose of establishing a  
12 neighborhood board pursuant to Section 14-104 of the Charter and this Neighborhood Plan.

13  
14 **“Legal Resident Alien”** means any person who is not a citizen or national of the  
15 United States of America, but who is allowed under federal law to reside in the United  
16 States.

17  
18 **“Mailing List”** means a compilation of names and addresses, maintained by the  
19 neighborhood commission office, of those persons and agencies that have requested to  
20 receive notice of meetings, hearings, or other activities of the neighborhood commission or  
21 specific neighborhood boards.

22  
23 **“Mayor”** means the mayor of the city and county of Honolulu. (See Sections 4-101  
24 and 5-103 of the Charter.)

25  
26 **“Meeting”** means the convening of the commission or board at which a quorum is  
27 present and able to take action or to deliberate toward a decision upon a matter over which  
28 the commission or board has authority or advisory power.

29  
30 **“Military Personnel”** means a member of the armed forces of the United States of  
31 America who is stationed within the city and county of Honolulu, including the person’s  
32 spouse and dependents, if any, provided that they also reside within the city and county of  
33 Honolulu.

34  
35 **“Neighborhood Assistant”** means a person employed by the city and county of  
36 Honolulu through the neighborhood commission office whose duties include providing  
37 administrative, elections, clerical, recording, and archival assistance to the neighborhood  
38 commission and neighborhood boards, and responding to inquiries from persons and  
39 agencies. The neighborhood assistant is duly authorized to administer oaths.

40  
41 **“Neighborhood Board” or “Board”** means a duly formed, qualified, and authorized  
42 neighborhood board created by a neighborhood area’s initiative petition filed with and  
43 formally accepted by the neighborhood commission in accordance with this Neighborhood  
44 Plan.

45  
46 **“Neighborhood Board Member” or “Board Member”** means a member of a  
47 neighborhood board duly qualified and elected in accordance with this Neighborhood Plan.  
48

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1       **“Neighborhood Board System”** means the entire organizational structure including  
2 the neighborhood commission, executive secretary, neighborhood commission office and  
3 staff, and neighborhood boards authorized and established pursuant to Article XIV of the  
4 Charter, this Neighborhood Plan, and the annual operating budget enacted by the city  
5 council and the mayor.  
6

7       **“Neighborhood Commission” or “Commission”** means the neighborhood  
8 commission of the city and county of Honolulu established pursuant to Section 14-102 of  
9 the Charter.  
10

11       **“Neighborhood Commission Office”** means the administrative, elections, clerical,  
12 recording, and archival support services agency under the direction of the executive  
13 secretary, established pursuant to Article XIV of the Charter, this Neighborhood Plan, and  
14 the annual operating budget enacted by the city council and the mayor. (See Section 1-  
15 305.)  
16

17       **“Neighborhood Commissioner” or “Commissioner” or “Neighborhood**  
18 **Commission Member” or “Commission Member”** means a member of the neighborhood  
19 commission duly qualified and appointed in accordance with Section 14-102 of the Charter.  
20

21       **“Neighborhood Plan”** means the neighborhood plan as defined by Section 14-104 of  
22 the Charter and as otherwise described in Article XIV of the Charter.  
23

24       **“Person”** includes any private individual, partnership, firm, association, business,  
25 corporation, trust, estate, or other legal entity of any character other than an agency; except  
26 that for the purposes of Article 6 (Elections), **“person”** shall mean a private individual only.  
27

28       **“Quorum”** means a majority of the total authorized number of members to which the  
29 commission, board, or any committee of the commission or board is entitled.  
30

31       **“Regular Meeting”** means the convening of the commission or board at which a  
32 quorum is present and an established order of business is conducted. The acts and  
33 business of the commission or board shall include, but not be limited to, the approval of  
34 minutes of the previous meeting, reports of standing and ad hoc committees, presentations,  
35 unfinished business, and new business.  
36

37       **“Residence”** means that place within the neighborhood district and subdistrict, as  
38 applicable, where a person’s habitation is fixed, where the person intends to remain, and to  
39 where, whenever absent, the person intends to return.  
40

41       **“Resident”** means a person who physically and legally dwells in a fixed place within  
42 the neighborhood district and subdistrict, as applicable.  
43

44       **“Special Meeting”** means the convening of the commission or board at which a  
45 quorum is present, and the acts and business of the commission or board are confined to  
46 the specific matters stated in the meeting notice and agenda.  
47

48       **“Subdistrict”** means a geographical subunit within the neighborhood district.  
49

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Note: See Article 4, Part 1 for definitions relating to neighborhood district boundaries, and Section 6-101 for additional definitions relevant to the Neighborhood Board System election process. See Section 1-302(c) for the definition of “officer”. See Section 3-502(b) for the definition of “contested case”. See Section 7-205(a) for the definition of “attendance at a neighborhood board meeting”.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 14-105; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 14-105; Hist: RNP 1986 §§ 1-2.1, 3-1.1, 4-1.1; NCR § 1.1; Para: §§ 1-302(c), 3-502(b), 4-101, 4-105, 6-101, 7-205(a)] [Eff ]

##### NEXT #####

**Section 2-201. Law Citations.** All references to other laws, statutes, ordinances, and rules contained herein are accurate as of the effective date of the Revised Neighborhood Plan 2006. All laws or rules may be amended from time to time by the appropriate legislative body or administrative authority, and such amendments shall apply to the appropriate provisions of this Neighborhood Plan. The public is advised to consult the latest editions or supplements of the respective laws or rules, as amended, to ensure the continued validity and accuracy of the citation and text.

[Auth: RCH § 4-105(4); Imp: RCH § 4-105(4); Hist: New; Para: None] [Eff ]

##### NEXT #####

**Section 2-301. Computation of Time.** (a) In computing any period of time prescribed or allowed by the Neighborhood Plan, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, or, when the act to be done is the filing of a document with the Neighborhood Commission Office, a day on which weather catastrophe or other unforeseen conditions or circumstances have made the Neighborhood Commission Office inaccessible or inoperative, in which event the period runs until the end of the next day which is not one of the aforementioned days.

(b) In the event of unforeseen circumstances which may affect the election process timetable (e.g., weather catastrophe, power outage, computer failure, delay in the procurement process, delay in the arrival of election materials, or civil unrest), the timetable shall be deemed to be flexible in order that the election process may be postponed and then resumed from the point of interruption to reasonably complete the election process.

(c) If a deadline day falls on a Saturday, a Sunday, or a legal holiday, the deadline shall be extended to the next calendar day which is not a Saturday, a Sunday, or a legal holiday.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

##### NEXT #####

**Section 2-302. Facsimile (Fax) or Electronic Signatures.** Any documents which are executed and signed, then transmitted by facsimile (fax) or any other electronic means to



the Neighborhood Commission Office or any staff member thereof, or to any member of the Neighborhood Commission or any neighborhood board, in fulfillment of any provision of this Neighborhood Plan shall be fully binding and effective for all purposes, whether or not any originally executed paper documents are delivered to the Neighborhood Commission Office or any other person stated in this section. Facsimile (fax) or electronic signatures on documents so transmitted shall be accepted and treated the same as original signatures.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: §§ 6-302(d), 6-303(d)] [Eff ]

=====  **NEXT**  =====

**ARTICLE 3**  
**RULES OF THE NEIGHBORHOOD COMMISSION**

- |         |        |   |
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|         | 3-103. | Attendance of Members.                                    |
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[illegible]

**Section 3-101. Membership.** (a) The Neighborhood Commission shall consist of nine members chosen from the city at large in accordance with Section 14-102 of the Revised Charter of the City & County of Honolulu 1973 (2000 edition) (see RNP Section 1-302(a)).

(b) In accordance with Section 13-119 of the Charter, no person shall hold more than one public office or position under the city, except that city officers and employees shall not be precluded from membership on a neighborhood board. No person who holds a public office or position under the city shall concurrently serve as a member of the Neighborhood Commission.

[Auth: RCH §§ 4-105(4), 13-119, 14-101, 14-102, 14-103; Imp: RCH §§ 4-105(4), 13-119, 14-101, 14-102, 14-103; Hist: New; Para: §§ 1-302(a), 7-201] [Eff ]

[illegible]

**Section 3-102. Oath of Office.** Upon appointment to the Neighborhood Commission in accordance with Section 14-102 of the Charter (see Section 1-302(a)), and before entering upon the duties of office, each member appointed shall take and subscribe to the following oath or affirmation before a person, including the Executive Secretary, duly qualified to administer oaths:

"I solemnly swear (or affirm) that I will faithfully support the Constitution and laws of the United States of America, the Constitution and laws of the State of Hawaii, and the Charter and laws of the City and County of Honolulu, and conscientiously and impartially discharge my duties as a Neighborhood Commissioner of the City and County of Honolulu."

[Auth: RCH §§ 4-105(4), 13-118, 14-102; Imp: RCH §§ 4-105(4), 13-118, 14-102; Hist: New; Para: §7-204] [Eff ]

[illegible]

**Section 3-103. Attendance of Members.** (a) All members shall be expected to attend all duly noticed meetings of the commission. If a member cannot attend a meeting, the member should promptly notify the commission chair or Executive Secretary prior to the meeting.

(b) A member shall be recorded in the minutes as being either present or absent; an absence shall not be deemed excused or unexcused. The minutes shall indicate the time of arrival and departure of each member during the course of the meeting. If a member is not present at the time of the call to order but subsequently arrives during the course of the meeting, then the minutes shall indicate that the member was "late."

(c) If a member accumulates three absences from duly noticed commission meetings within a one year period, beginning July 1 and ending June 30, the commission shall address the matter and may recommend to the appointing authority the removal and replacement of the member pursuant to Section 3-104.



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conduct an annual meeting to be held in July for the purposes of the election of officers, presentation of an annual review of the Neighborhood Board System, and consideration of any other business as necessary and appropriate.

(b) Special meetings may be called at any time by the chair or a majority of the entire membership of the commission. The business and actions of the commission at a special meeting shall be strictly limited to the agenda.

(c) All commission meetings shall be open public meetings held within the City and County of Honolulu.

(d) The recording of all or any part of Neighborhood Commission meetings by any person by means of any audiovisual technology shall be allowed, subject to the limitations set forth in Hawaii Revised Statutes Sections 92-3, 92-4, and 92-9. [(See Appendix A2.)]

[(d)] [e] The commission shall comply with Hawaii Revised Statutes Chapter 92 – the “Sunshine Law.” [(See Appendix A2.)]

[Auth: RCH §§ 4-105(4), 13-103, 14-101, 14-102, 14-103; HRS c 92 & § 92-3; Imp: RCH §§ 4-105(4), 13-103, 14-101, 14-102, 14-103; HRS c 92 & § 92-3; Hist: NCR § 5.1(a) & (b); Para: §§ 7-102(c), 7-303, 7-304, Appendix A4] [Eff ]

[illegible]

**Section 3-202. Executive Meetings.** The Neighborhood Commission may hold an executive meeting closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of all of the members to which the commission is entitled. A closed executive meeting shall be limited to matters exempted by Hawaii Revised Statutes Section 92-5. The reason for holding a closed executive meeting shall be publicly announced, and the vote of each member on the question of holding a closed executive meeting shall be recorded and entered into the minutes of the meeting.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103; HRS § 92-4; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103; HRS § 92-4; Hist: New; Para: § 7-305] [Eff: ]

[illegible]

**Section 3-203. Meeting Notice and Agenda.** (a) The Neighborhood Commission shall give written public notice of any and all regular, special, or rescheduled meetings, or any executive meeting when anticipated in advance. The notice shall state the day, date, time, and place of the meeting, and include an agenda which lists all of the items to be considered. In the case of an executive meeting, the purpose shall be stated on the agenda.

(b) The meeting notice and agenda shall be prepared by the chair or presiding officer, shall be filed with the office of the city clerk and the Neighborhood Commission Office for public inspection at least six calendar days before the meeting, and shall be duly distributed to those persons and agencies that have requested to receive notice of meetings not less than



[illegible]

31 **Section 3-206. Quorum and Majority Vote.** (a) The presence of a majority of all the  
32 members to which the commission is entitled shall constitute a quorum.

34 (b) No action shall be taken by the commission at any meeting unless a quorum is present.  
35 The affirmative vote of not less than the majority of the entire membership to which the  
36 commission is entitled shall be necessary to take any action. Unless an executive meeting,  
37 such action shall be made only at a duly noticed meeting open to the public.

39 (c) So long as a commission member is present within the meeting place during the time of  
40 the meeting, the member shall be counted for the purpose of determining quorum.

42 (d) If a quorum is not present at the duly noticed meeting time, the presiding officer shall be  
43 allowed to call the meeting to order for the purposes of making announcements, hearing  
44 agency and community input, providing issue updates, and hearing presentations. No  
45 action shall be taken by the commission until a quorum is attained. If a quorum is not  
46 attained, the meeting notes shall be considered a memorandum for the record and not  
47 minutes.

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[Auth: RCH §§ 4-105(4), 13-103, 14-101, 14-102, 14-103, 14-104; HRS § 92-15; Imp: RCH §§ 4-105(4), 13-103, 14-101, 14-102, 14-103, 14-104; HRS § 92-15; Hist: NCR § 5.2; RNP 1986 § 4-7.5; Para: §§ 3-205, 7-308, 7-601] [Eff ]

##### **NEXT** #####

**Section 3-207. Voting.** (a) All Neighborhood Commission meetings shall be open to the public and every vote taken by the commission shall be by open ballot. The vote of each commission member shall be recorded in the meeting minutes.

(b) All members of the commission shall be entitled and qualified to vote at all times on the one person, one vote principle.

(c) There shall be four voting methods allowed in order to ascertain the decision of the commission upon any matter: roll call; by show of hands; by voice vote; and by unanimous consent. The members shall vote in the affirmative, negative, or may abstain. A member may choose to be recused on any matter with sufficient reason to avoid a conflict of interest, provided the reason is disclosed and announced to the commission.

(d) In order to participate in the vote on any matter, a member shall be personally present at the time the vote is taken. No proxy shall be allowed.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103; HRS § 92-3; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103; HRS § 92-3; Hist: NCR § 5.7, RNP 1986 § 4-7.6; Para: § 7-602] [Eff ]

##### **NEXT** #####

**Section 3-208. Order and Decorum.** (a) It shall be the duty of all commission members to promote and preserve the order and decorum of the commission's proceedings.

(b) The commission may suspend, for a period of not more than thirty calendar days, any member for disorderly or contemptuous behavior in its presence, upon an affirmative vote of at least two-thirds of its entire membership.

(c) The presiding officer alone, or the commission acting by a majority vote, may expel from the meeting place any person who is guilty of disorderly, contemptuous, or improper conduct at any meeting.

[Auth: RCH §§ 3-107(4), 4-105(4), 14-101, 14-102, 14-103; Imp: RCH §§ 3-107(4), 4-105(4), 14-101, 14-102, 14-103; Hist: ; Para § 7-608] [Eff ]

##### **NEXT** #####

**Section 3-209. Question of Order.** A question of order may be raised at any stage of the proceedings, except when votes are being counted. The question shall be decided by the presiding officer without debate, subject to an appeal to the commission.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Hist: ; Para § 7-609] [Eff ]





**Section 3-213. Duties of Officers.** (a) **Presiding Officer.** The chair shall be the presiding officer of the commission. In the absence or disability of the chair, the vice chair shall act as the presiding officer. If both the chair and vice chair are absent or otherwise disabled, the commission may elect a chair pro tem to temporarily serve as the presiding officer.

(b) **Chair.** It shall be the duty of the chair to:

- (1) Serve as the spokesperson and representative of the commission;
- (2) Prepare the agenda;
- (3) Review the draft meeting minutes prior to distribution to the members and mailing list;
- (4) Open all meetings of the commission at the appointed time by taking the chair and calling the commission to order;
- (5) Call for the approval of the minutes of the preceding meeting when a quorum shall be present;
- (6) Maintain order and proper decorum, with the assistance of all commission members;
- (7) Make known all rules of order when so requested, and to decide all questions of order, subject to an appeal to the commission;
- (8) Make known all rules of the Neighborhood Board System when necessary or requested;
- (9) Vote on all matters except when the chair is recused or is otherwise unable to vote;
- (10) Announce the business before the commission;
- (11) Receive and submit all appropriate matters properly brought before the commission, to call for votes upon the same, and to announce the results;
- (12) Receive and promptly present or report all communications to the commission;
- (13) Create appropriate committees and appoint and remove all committee chairs and members, unless otherwise directed by the commission;
- (14) Appoint all commission delegates, unless otherwise directed by the commission;
- (15) Refer matters to committees as appropriate;
- (16) Authenticate by signature all acts of the commission as may be required;
- (17) Assist the Neighborhood Assistant with the preparation of accurate minutes and maintenance of records of the commission's proceedings; and
- (18) Perform any other duties as may be assigned by the commission, may properly appertain to the office, or may be required by law.

(c) **Vice Chair.** It shall be the duty of the vice chair to:

- (1) Assist the chair with conducting meetings and the administration of the commission's activities;
- (2) Serve as the presiding officer and perform all duties and exercise all powers of the chair in the absence or disability of the chair;
- (3) Assist the Neighborhood Assistant with the preparation of accurate minutes and the maintenance of records of the commission's proceedings; and
- (4) Perform such other duties as may be assigned by the commission.

(d) **Other Officers.** The duties of any other officers determined by the commission to assist with the conduct of its business shall be as directed by the commission.



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(b) Delegates may be appointed by the commission chair, unless otherwise directed by the commission.

(c) Delegate responsibilities may include, but not be limited to, information gathering, attendance of various group meetings, evaluation of matters presented to the commission, and initiation of proposals for the consideration of the full commission.

(d) Delegates shall report to the commission at duly noticed meetings their activities, findings, recommendations, and the means by which any recommendations were determined.

(e) No delegate may speak for the commission or exceed the scope of representation granted by the commission. Any and all formal action by the commission shall only be taken at a duly noticed meeting by a majority vote of the entire membership to which the commission is entitled.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Hist: New; Para: §§ 3-213(b)(14), 3-214, 7-504] [Eff ]

##### NEXT #####

**Section 3-216. Suspension of the Rules.** The commission may vote to suspend any portion of these rules which is not specifically required by statute or ordinance, provided that no rules relating to jurisdictional matters shall be waived or suspended by the commission. Adoption of a motion to suspend any rule shall require a recorded two-thirds majority vote of all members to which the commission is entitled.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Hist: New; Para: § 7-605] [Eff ]

##### NEXT #####

**Section 3-217. Parliamentary Procedure Guidance.** The rules of parliamentary procedure as set forth by Robert's Rules of Order Newly Revised, as amended, shall guide the commission when the Hawaii Revised Statutes, the Charter, the Rules of the Neighborhood Commission, and the Neighborhood Plan as a whole are silent.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: NCR § 5.9, RNP 1986 §§ 1-8.2, 4-11.1; Para: § 7-612] [Eff ]

##### NEXT #####

**Section 3-301. Conflicts of Interest.** No commission member shall:

(a) Solicit or accept any gift, directly or indirectly, whether in the form of money, loan, gratuity, favor, service, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the commission member in the performance of the member's official duties. Nothing herein shall preclude the solicitation or acceptance of lawful contributions for election campaigns.

22 **Section 3-302. Disclosure of Interest.** (a) Any commission member who possesses or  
23 who acquires such interests as might reasonably tend to create a conflict with the public  
24 interest shall make full disclosure in writing to such person's appointing authority and to  
25 the ethics commission, at any time such conflict becomes apparent. Such disclosure  
26 statements shall be made a matter of public record and be filed with the city clerk.

28 (b) Any commission member who knows he or she has a personal or private interest, direct  
29 or indirect, in any proposal before the commission shall disclose such interest either orally  
30 or in writing to the commission. Such disclosure shall be made a matter of public record  
31 prior to the taking of any vote on such proposal and recorded in the meeting minutes. The  
32 disclosure shall be applicable to all subsequent actions relating to the same subject matter.

34 (c) No commission member who makes any disclosure of interest shall be disqualified from  
35 voting on actions relating to that subject matter, but the member may choose to abstain  
36 from voting or to be recused.

38 [Auth: RCH §§ 4-105(4), 11-103, 14-101, 14-102, 14-103; Imp: RCH §§ 4-105(4), 11-103,  
39 14-101, 14-102, 14-103; Hist: NCR § 5.8, RNP 1986 § 4-10.2; Para: § 7-702] [Eff \_\_\_\_\_]

43 **Section 3-303. Political Activity.** (a) The Neighborhood Commission and its members  
44 shall not use the official commission title or position to:

- 45 (1) Endorse a candidate for elective public office; or  
46 (2) Engage in any political activity which could reasonably be implied to endorse or  
47 support a candidate for elective public office.

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(b) Proper decorum as a commission member shall be to refrain from any conduct at a commission meeting to overtly promote one candidate over another.

(c) This section shall not be deemed to preclude the right of any commission member, while not engaged in the performance of the commission member's scope of official duties, to engage in these political activities as a private citizen.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103; Hist: ; Para: §§ 7-202, 7-703] [Eff ]

##### NEXT #####

**Section 3-304. Acceptance of Gifts or Donations.** (a) The Neighborhood Commission may accept gifts or donations of money, supplies, equipment, other personal property, refreshments, and professional services as appropriate in furtherance of its duties and functions, so long as no conflict of interest is created (see Section 3-301) and such gifts or donations are promptly disclosed and reported to the Executive Secretary.

(b) The Executive Secretary shall periodically submit a compiled report to the City Council for action in accordance with Section 13-113 of the Charter.

[Auth: RCH §§ 4-105(4), 13-113, 14-101, 14-102, 14-103, 14-105; Imp: RCH §§ 4-105(4), 13-113, 14-101, 14-102, 14-103, 14-105; Hist: New; Para: §§ 3-301, 7-704] [Eff ]

##### NEXT #####

**Section 3-401. Executive Secretary.** (a) The Executive Secretary shall report and answer to the Managing Director and the Mayor, and shall be responsible for: (1) the administration of the Neighborhood Board System, (2) assisting the Neighborhood Commission, (3) the administration of the Neighborhood Commission Office and staff, (4) directing all Neighborhood Board System elections, and (5) responding to inquiries from persons and agencies seeking information or review pursuant to Article XIV of the Charter and this Neighborhood Plan. See Section 1-305.

(b) The Executive Secretary shall receive all communications directed to the Neighborhood Commission at the Neighborhood Commission Office and promptly present all such communications to the commission chair and members, unless otherwise agreed by the Executive Secretary and the commission.

(c) The Executive Secretary shall make known all rules and guidelines of the Neighborhood Board System when necessary or requested.

(d) As a matter of protocol, all inquiries by the commission, neighborhood boards, and their members directed to the Department of the Corporation Counsel shall be submitted through the Executive Secretary, unless otherwise directed by the Corporation Counsel.

(e) The Executive Secretary shall perform any other duties as may be duly assigned by the Managing Director or the Mayor, by the commission, may be set forth in this Neighborhood Plan, may properly appertain to the office, or may be required by law.



[illegible][illegible][illegible]

**ARTICLE 4**  
**NEIGHBORHOOD GEOGRAPHY**

- Section 4-101. Neighborhood Boundary Definitions.
- 4-102. Boundary Establishment Standards.
- 4-103. Neighborhood Boundary Maps.
- 4-104. Informational Boundary Maps.
- 4-105. "Date Formed" Definition.
- 4-201. Hawaii Kai Neighborhood Board No. 1.
- 4-202. Kuliouou/Kalani Iki Neighborhood Board No. 2.
- 4-203. Waialae/Kahala Neighborhood Board No. 3.
- 4-204. Kaimuki Neighborhood Board No. 4.
- 4-205. Diamond Head/Kapahulu/St. Louis Heights  
Neighborhood Board No. 5.
- 4-206. Palolo Neighborhood Board No. 6.
- 4-207. Manoa Neighborhood Board No. 7.
- 4-208. McCully/Mo`ili`ili Neighborhood Board No. 8.
- 4-209. Waikiki Neighborhood Board No. 9.
- 4-210. Makiki/Lower Punchbowl/Tantalus Neighborhood Board No. 10.
- 4-211. Ala Moana/Kakaako Neighborhood Board No. 11.
- 4-212. Nuuanu/Punchbowl Neighborhood Board No. 12.
- 4-213. Downtown Neighborhood Board No. 13.
- 4-214. Liliha/Puunui/Alewa/Kamehameha Heights  
Neighborhood Board No. 14.
- 4-215. Kalihi/Palama Neighborhood Board No. 15.
- 4-216. Kalihi Valley Neighborhood Board No. 16.
- 4-217. Moanalua Neighborhood District No. 17.
- 4-218. Aliamanu/Salt Lake/Foster Village Neighborhood Board No. 18.
- 4-219. Airport Area Neighborhood District No. 19.
- 4-220. Aiea Neighborhood Board No. 20.
- 4-221. Pearl City Neighborhood Board No. 21.
- 4-222. Waipahu Neighborhood Board No. 22.
- 4-223. Ewa Neighborhood Board No. 23.
- 4-224. Waianae Coast Neighborhood Board No. 24.
- 4-225. Mililani/Waipio/Melemanu Neighborhood Board No. 25.
- 4-226. Wahiawa Neighborhood Board No. 26.
- 4-227. North Shore Neighborhood Board No. 27.
- 4-228. Koolauloa Neighborhood Board No. 28.
- 4-229. Kahalu`u Neighborhood Board No. 29.
- 4-230. Kaneohe Neighborhood Board No. 30.
- 4-231. Kailua Neighborhood Board No. 31.
- 4-232. Waimanalo Neighborhood Board No. 32.
- 4-233. Mokapu Neighborhood District No. 33.
- 4-234. Makakilo/Kapolei/Honokai Hale Neighborhood Board No. 34.
- 4-235. Mililani Mauka/Launani Valley Neighborhood Board No. 35.
- 4-301. Neighborhood Boundary Amendments.
- 4-302. Commission Consideration Process.
- 4-303. Reservation of Commission Powers.
- 4-304. Amendment Moratorium.





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(b) See **Map 1** and **Map 2**, both effective on June 1, 1999 and as amended on May 9, 2000. The maps shall be revised as necessary in accordance with any amendments made to the neighborhood district boundary descriptions in Article 4, Part 2.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: RNP 1986 §§ 1-3.1, 2-1.1; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-104. Informational Boundary Maps.** More detailed boundary maps and the geographical definitions for each neighborhood district and neighborhood subdistrict as established by this Neighborhood Plan and the respective initiative petitions, as amended, are set forth in the separate publication titled “Informational Boundary Maps”, as amended, prepared by the Neighborhood Commission Office and incorporated by reference herein.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-105. “Date Formed” Definition.** (a) As used in Article 4, “date formed” means the calendar date on which the Neighborhood Commission formally took action by the adoption of a resolution to accept the respective neighborhood area residents’ initiative petition to establish a Neighborhood Board.

(b) Additional information stated after the date formed indicates amendments or other actions made by the Neighborhood Commission in relation to a neighborhood district boundary description or other geographic or organizational matters affecting that specific neighborhood board.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: §§ 1-302(c), 2-101, 3-502(b), 4-101, 6-101, 7-205(b)] [Eff ]

##### **NEXT** #####

**NOTE A:** Material underlined and in **bold** or within bold [brackets] in the Ramseyer sections of neighborhood district boundary descriptions in Article 4, Part 2 indicate proposed clarifications to the descriptions to improve consistency among the neighborhood district descriptions as a whole, or due to Neighborhood Commission action on amendments to initiative petitions, changes to names of reference points (e.g., the closure of Barbers Point Naval Air Station), or for technical or stylistic reasons. The proposed clarifications **DO NOT** change the present actual boundaries of the 35 neighborhood districts.

##### **NEXT** #####

**Section 4-201. Hawaii Kai Neighborhood Board No. 1.**

From Makapuu Point, along the leeward south coast in a westerly direction to the western outlet of Kuapa Pond, then inland north to May Way to Maunalua Avenue, Maunalua Avenue extended, then north to the crest of Maunalua Ridge to the crest of the Koolau Range (Honolulu City Limits), thence southeast along the crest of the Koolau Range to Makapuu Point.

(Date formed: March 1, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #1; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-202. Kuliouou/Kalani Iki Neighborhood Board No. 2.**

From the junction of the crest of the Koolau Range and Maunalua Ridge, south along Maunalua Ridge to Maunalua Avenue extended, to Maunalua Avenue, to May Way, to the western outlet of Kuapa Pond, along the coast in a westerly direction to the east boundary of the Waialae Golf Course, thence east and north along the boundary of the Waialae Golf Course to the intersection of Waikui Street and Kalanianaʻole Highway, thence northeasterly along the ridgeline of the unnamed ridge east of Kapakahi Gulch to its intersection with Wiliwilinui Ridge, thence along Wiliwilinui Ridge to the crest of the Koolau Range, thence southeast along the crest of the Koolau Range to Maunalua Ridge.

(Date formed: May 16, 1975.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #2; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-203. Waialae/Kahala Neighborhood Board No. 3.**

Beginning at the junction of the crest of the Koolau Range and Wiliwilinui Ridge, south along Wiliwilinui Ridge to its intersection with the crest of an unnamed ridge east of Kapakahi Gulch, thence south along the ridgeline of the unnamed ridge to the intersection of Waikui Street and Kalanianaʻole Highway, thence west and south along the east boundary of the Waialae Golf Course, thence along the coast in a southwesterly direction to the west boundary of the U.S. Coast Guard Reservation, thence in a straight line to the rim of the Diamond Head Crater, thence along the crater rim in a northern direction, thence in a straight line to the intersection of 18th Avenue and Diamond Head Road, thence along 18th Avenue to Puu Panini Avenue, east along Puu Panini Avenue, north along the property line between 4210 and 4220 Puu Panini Avenue, thence in a north and east direction along the back property lines of 4220 to 4326 Puu Panini Avenue to Huanui Street, east along Huanui Street and east along the property line between 4405 and 4379 Puu Panini Avenue, thence north along the State of Hawaii Department of Taxation designated "Waialae-Kapahulu Boundary" which is a line running behind one row of homes west of Elepaio and Hunakai Streets, north across Waialae Avenue, north along the east property fence line of the former Waialae Drive-In Theater, thence north along the east property fence line, along the fence line extended along the rear property line (east line of Wilhelmina Rise Tract), along the rim of a bluff (east line of Maunalani Heights Tract), thence to Waialaenui Gulch,

(Date formed: April 16, 1976.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #3; Para: None] [Eff ]

[illegible]

Beginning at the rim of the bluff along the east line of the Maunalani Heights Tract, in a southern direction along the fence line of the former Waialae Drive-In Theater extended (east line of Wilhelmina Rise Tract), south to the fence along the east property line of the former Waialae Drive-In Theater, south across Waialae Avenue, thence south along the State of Hawaii Department of Taxation designated “Waialae-Kapahulu Boundary” which is a line running behind the row of homes west of Hunakai and Elepaio Streets, west along the property line between 4405 and 4379 Puu Panini Avenue, west along Huanui Street, then south and west along the back property lines of 4326 to 4220 Puu Panini Avenue, south along the property line between 4220 and 4210 Puu Panini Avenue, thence west along Puu Panini Avenue to 22nd Avenue, thence south along 22nd Avenue to and along Tax Map Key Designator line 3-2 and 3-1 to 18th Avenue, thence south along 18th Avenue to Diamond Head Road, thence west along Diamond Head Road to Makapuu Avenue, thence north along Makapuu Avenue to Alohea Avenue, thence along Alohea Avenue to 6th Avenue, thence along 6th Avenue in a northerly direction to the H-1 Freeway, thence in a westerly direction along the H-1 Freeway to the extension of 5th Avenue, thence north along 5th Avenue to Waialae Avenue, thence east along Waialae Avenue to Sierra Drive, thence north along Sierra Drive to the west line of the Wilhelmina Rise Tract, thence north along the rim of the bluff which constitutes the west line of the Wilhelmina Rise and Maunalani Heights Tracts, thence to the junction point with the east line of the Maunalani Heights Tract.

(Date formed: September 20, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #4; Para: None] [Eff ]

[illegible]

Beginning at the intersection of 5th Avenue and Waiālae Avenue, south along 5th Avenue to the H-1 Freeway, then east along the H-1 Freeway to 6th Avenue, thence in a southerly direction along 6th Avenue to Alohea Avenue, thence east along Alohea Avenue to Makapuu Avenue, thence south along Makapuu Avenue to Diamond Head Road, thence along Diamond Head Road to the intersection with 18th Avenue, thence in a straight line to the rim of Diamond Head Crater, thence along the rim of Diamond Head, thence in a straight line south to the west boundary of the U.S. Coast Guard Reservation, thence in a westerly direction along the coastline to the intersection of Kalakaua Avenue and Kapahulu Avenue, thence north along Kapahulu Avenue to Ala Wai Boulevard, thence west along Ala Wai Boulevard to a line along the end of Ala Wai Canal, thence west along the Ala Wai Canal to the Manoa-Palolo Drainage Canal, thence north along the Manoa-Palolo Drainage Canal,

thence north along the north branch of Manoa Stream, thence in a straight line across Dole Street to Waahila Ridge, thence north along Waahila Ridge to a point on the ridge which intersects with an extension of the southwest boundary of Kawao Park, thence along the southwest boundary of Kawao Park to the Honolulu Watershed Forest Reserve Boundary, thence south along the Forest Reserve Boundary to Palolo Stream, thence south along Palolo Stream to a direct line drawn to the intersection of Palolo Avenue and Waialae Avenue, thence east along Waialae Avenue to 5th Avenue.

(Date formed: September 27, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #5; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-206. Palolo Neighborhood Board No. 6.**

From the junction of the crest of the Koolau Range and Waialaenui Gulch, thence south along Waialaenui Gulch, thence in a direct line to the rim of a bluff constituting the west boundary of the Maunalani Heights Tract, thence southwest along the west boundary of the Maunalani Heights and Wilhelmina Rise Tracts to Sierra Drive, thence south along Sierra Drive to Waialae Avenue, thence west along Waialae Avenue to the junction of Palolo Avenue and Waialae Avenue, thence in a direct line to Palolo Stream, thence north along Palolo Stream to the Honolulu Watershed Forest Reserve Boundary, thence north along the Forest Reserve Boundary to the southwest boundary of Kawao Park, thence along an extension of the Kawao Park boundary to Waahila Ridge, thence north along Waahila Ridge to the crest of the Koolau Range, thence east along the Koolau Range to the junction with Waialaenui Gulch.

(Date formed: September 20, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #6; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-207. Manoa Neighborhood Board No. 7.**

From the junction of the Koolau Range with Waahila Ridge, south along Waahila Ridge, across Dole Street to Manoa Stream, thence south along Manoa Stream to (old) Waialae Avenue, west along Waialae Avenue to the H-1 Freeway, west along the H-1 Freeway to the University of Hawaii property line east of Varsity Circle, thence north and west along the University of Hawaii property line (separating the area including Varsity Circle, Varsity Place, Kalo Place, and Kolo Place) to the H-1 Freeway, west along the H-1 Freeway to Punahou Street, north along Punahou Street to the Nehoa Street intersection, west along the northern property boundaries of the homes along the northern side of Nehoa Street to the east boundary of homes on the east side of Ualakaa Street, thence north along the property lines parallel to Ualakaa Street to the Honolulu Watershed Forest Reserve Boundary, thence north along the Forest Reserve Boundary, and north along the rim of the ridge on the east side of Pauoa Flats to the crest of the Koolau Range, thence east along the Koolau Range to the junction with Waahila Ridge.

**Section 4-208. McCully/Mo`ili`ili Neighborhood Board No. 8.**

(Date formed: May 4, 1976; amended May 9, 2000 to add a portion transferred from Neighborhood Board No. 7.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #8; Para: None] [Eff ]

**Section 4-209. Waikiki Neighborhood Board No. 9.**

(Date formed: September 20, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #9; Para: None] [Eff ]

**Section 4-210. Makiki/Lower Punchbowl/Tantalus Neighborhood Board No. 10.**

Beginning at the junction of the face of the ridge on the east side of Pauoa Valley and an unnamed ridge, thence along a line descending along the northeast side of the ridge, thence south along the Honolulu Watershed Forest Reserve Boundary, thence south along the east side of the property lines on the east side of Ualakaa Street to the property lines on the north side of Nehoa Street, thence east along these property lines to Punahou Street, south along Punahou Street to South King Street, thence west along South King Street to Ward Avenue, thence north along Ward Avenue to the H-1 Freeway, thence west along the H-1 Freeway to Pele Street, thence north along Pele Street and Pele Street extended to the rim of Punchbowl Crater, thence east along the rim of Punchbowl Crater, thence in a straight line

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to Prospect Street, thence southeast along Prospect Street to Nehoa Street, along Nehoa Street to Auwaiolimu Street, thence north along Auwaiolimu Street to Kanaha Stream, thence north along Kanaha Stream to the Forest Reserve Boundary, thence in a northwesterly direction along the Forest Reserve Boundary to the face of the ridge on the east side of Pauoa Valley, thence north along the ridge on the east side of Pauoa Valley to its junction with an unnamed ridge.

(Date formed: September 20, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #10; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-211. Ala Moana/Kakaako Neighborhood Board No. 11.**

Beginning at the junction of South King Street and Kalakaua Avenue, southeast along Kalakaua Avenue to the Ala Wai Canal, thence southwest along the Ala Wai Canal and a line extending through the channel of the yacht basin, thence along the coastline in a westerly direction to a line extension of Keawe Street, thence north on Keawe Street to Ala Moana Boulevard, west along Ala Moana Boulevard to South Street, thence north along South Street to South King Street, east along South King Street to Alapai Street, north along Alapai Street to South Beretania Street, east along South Beretania Street to Ward Avenue, thence south along Ward Avenue to South King Street, thence east along South King Street to Kalakaua Avenue.

(Date formed: September 20, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #11; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-212. Nuuanu/Punchbowl Neighborhood Board No. 12.**

Beginning at the junction of the Koolau Range and Puu Konahuanui Ridge, south along the face of the ridge on the east side of Pauoa Flats, thence south along the Forest Reserve Boundary to Tantalus Drive, along Tantalus Drive to Kanaha Stream, south along Kanaha Stream to Auwaiolimu Street, southeast along Auwaiolimu Street to Nehoa Street, along Nehoa Street to Prospect Street, along Prospect Street, thence in a straight line to the rim of Punchbowl Crater, thence in a westerly direction along the rim of Punchbowl Crater, thence in a straight line to Pele Street, south on Pele Street to the H-1 Freeway, west to Nuuanu Avenue, north along Nuuanu Avenue to a point south of Ahi Place, thence in a straight line west to Waolani Stream, thence north along Waolani Stream to Kapalama-Waolani Stream Divide (ridge), north to the crest of the Koolau Range, thence east along the Koolau Range to Puu Konahuanui Ridge.

(Date formed: September 20, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #12; Para: None] [Eff ]

##### **NEXT** #####

[illegible]

22 Beginning at the intersection of Waolani Stream and Kapalama-Waolani Stream Divide  
23 (ridge), south along Waolani Stream to a point south of Ahi Place where a straight line is  
24 drawn parallel to Ahi Place to Nuuanu Avenue, thence south along Nuuanu Avenue to  
25 School Street, thence west along North School Street to Likelike Highway, thence north  
26 along Likelike Highway to Kalihi Street, thence north along Kalihi Street to Akahi Street,  
27 thence east parallel to Akahi Street, thence north along the northwest boundary of  
28 Kamehameha Schools and north along Kamanaiki-Kapalama Stream Divide (ridge) to  
29 Kapalama-Waolani Stream Divide (ridge), thence south to Waolani Stream.

[illegible]

41 Beginning at the intersection of North School Street and Nuuanu Stream, south along  
42 Nuuanu Stream to North King Street, thence in a straight line to a line running parallel to  
43 Pier 17, extending southeast through Honolulu Harbor, thence west along the Sand Island  
44 coastline to a straight line in a northwesterly direction through Keehi Lagoon, thence  
45 northeast in a straight line to the mouth of Kalihi Stream at Nimitz Highway, west on Nimitz  
46 Highway to Middle Street, thence north on Middle Street to the east boundary of Fort  
47 Shafter Military Reservation opposite Kahauiki Street, thence west and north along the east  
48 boundary of Fort Shafter Military Reservation to Notley Street, thence east on Notley Street  
49 to North School Street, east on North School Street to Nuuanu Stream.



(Date formed: May 16, 1975.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #15; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-216. Kalihi Valley Neighborhood Board No. 16.**

Beginning at the intersection of the crest of the Koolau Range and the Kalihi-Moole Stream Divide (ridge), south along Kamanaiiki-Kapalama Divide (ridge), south along the northwest boundary of Kamehameha Schools to Akahi Street, thence west in a straight line parallel to Akahi Street to Kalihi Street, south along Kalihi Street to Likelike Highway, south on Likelike Highway to North School Street, west on North School Street to Notley Street, thence west on Notley Street to the east boundary of Fort Shafter Military Reservation, thence north along the east boundary of Fort Shafter to Kalihi-Manaiki Stream Divide (ridge), to the crest of the Koolau Range, thence east along the crest of the Koolau Range to the Kalihi-Moole Stream Divide (ridge).

(Date formed: May 4, 1976.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #16; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-217. Moanalua Neighborhood District No. 17.**

Beginning at the intersection of the crest of the Koolau Range and Kalihi-Manaiki Stream Divide (ridge), south to the east boundary of Fort Shafter Military Reservation, thence south along the east boundary of Fort Shafter to a point opposite Kahauiki Street, thence south along Middle Street to the H-1 Freeway, thence west along the H-1 Freeway and Moanalua Road to Halawa Stream, thence north along Halawa Stream to the crest of the Koolau Range, thence east along the crest of the Koolau Range to its junction with the Kalihi-Manaiki Stream Divide (ridge).

(No initiative petition filed as of September 1, 2005.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #17; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-218. Aliamanu/Salt Lake/Foster Village Neighborhood Board No. 18.**

Beginning at the intersection of Moanalua Road and Puuloa Road, south along Puuloa Road to Peltier Avenue, thence west along Peltier Avenue, thence in a westerly direction along the northern boundary of Camp Catlin Naval Reservation, thence in a westerly direction along Salt Lake Boulevard to Halawa Stream, thence north along Halawa Stream to Moanalua Road, thence east along Moanalua Road to the intersection with Puuloa Road.

(Date formed: January 30, 1979.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #18; Para: None] [Eff ]

(No initiative petition filed as of September 1, 2005.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #19; Para: None] [Eff \_\_\_\_\_]

[illegible]

(Date formed: September 20, 1977; amended in 1998, effective June 1, 1999, to add a portion transferred from Neighborhood Board No. 21.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #20; Para: None] [Eff ]

[illegible]

Beginning at the junction of the crest of the Koolau Range and the ridge between Waiau Gulch and Punanani Gulch, south along the ridge between Waiau Gulch and Punanani Gulch to the western edge of the Crown at Wailuna community, south and east along the Crown at Wailuna community boundary to Kaahumanu Street, south along Kaahumanu

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Street to Kamehameha Highway, east on Kamehameha Highway to Waimalu Stream to East Loch, Pearl Harbor, thence to a point south and west of the tip of Pearl City Peninsula, thence north through Middle Loch in a straight line to the former Oahu Railway & Land Co. (OR&L) right-of-way (abandoned), east along the former OR&L right-of-way to Waiawa Stream, north along Waiawa Stream to Kamehameha Highway, west on Kamehameha Highway to the H-2 Freeway, north on the H-2 Freeway to Kipapa Stream, thence north and east along Kipapa Stream to the crest of the Koolau Range, thence east along the crest of the Koolau Range to the extension of the ridge between Waiau Gulch and Punanani Gulch.

(Date formed: September 20, 1977; amended in 1998, effective June 1, 1999, to transfer a portion to Neighborhood Board No. 20.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #21; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-222. Waipahu Neighborhood Board No. 22.**

Beginning at the junction of the H-2 Freeway and the Mililani Memorial Park Road, south along the H-2 Freeway to Kamehameha Highway, thence east along Kamehameha Highway to Waiawa Stream, thence south along Waiawa Stream to the former Oahu Railway & Land Co. (OR&L) right-of-way (abandoned), thence west along the former OR&L right-of-way to a point where a straight line is drawn south through Middle Loch, Pearl Harbor, to a point south and west of the tip of Pearl City Peninsula, thence to a point south of Waipio Point, thence in a northwesterly direction through West Loch to a point south of Leowaena Street, thence north along the setback from Leowaena Street to Kunia Road, thence north along Kunia Road to the intersection with Kupehau Road, thence east along power lines to Waikele Stream, thence south along Waikele Stream to Kipapa Stream, thence north along Kipapa Stream to the Mililani Memorial Park Road, thence along the Mililani Memorial Park Road to the H-2 Freeway.

(Date formed: October 23, 1984.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #22; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-223. Ewa Neighborhood Board No. 23.**

Beginning at the intersection of Kunia Road and the H-1 Freeway, thence south along Kunia Road, thence south along the setback from Leowaena Street to West Loch, Pearl Harbor, southeast through West Loch to a point south of Waipio Point, thence south to the entrance to Pearl Harbor, thence west along the coast to the eastern property line of the former Barbers Point Naval Air Station (BPNAS), thence north along the former BPNAS property line to the junction with the former Oahu Railway & Land Co. (OR&L) right-of-way (abandoned), thence in a straight line north to a point where Waimanalo Road intersects Kaloi Gulch, thence north along Kaloi Gulch to the H-1 Freeway, thence east along the H-1 Freeway to the Kunia Road intersection.

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(Date formed: September 20, 1977; amended August 29, 1994, effective June 1, 1995, to provide for the creation of Neighborhood Board No. 34.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #23; Para: None] [Eff ]

\*\*\*\*\* NEXT \*\*\*\*\*

**Section 4-224. Waianae Coast Neighborhood Board No. 24.**

Beginning at the junction of the Waianae, Waialua, Wahiawa District Boundaries, south along the Wahiawa-Waianae District Boundary to Puu Kanehoa, south along the west boundary of the Honouliuli Forest Reserve Boundary to Palikea, thence southwest along the western boundary of the Nanakuli Forest Reserve to Waimanalo Gulch, thence south along Waimanalo Gulch to the Pacific Ocean, thence north along the coast to the junction with the Waialua-Waianae District Boundary, thence east along the Waialua-Waianae District Boundary to its junction with the Wahiawa District Boundary.

(Date formed: May 9, 1975.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #24; Para: None] [Eff ]

\*\*\*\*\* NEXT \*\*\*\*\*

**Section 4-225. Mililani/Waipio/Melemanu Neighborhood Board No. 25.**

Beginning at the intersection of the H-2 Freeway and the south boundary line of the Leilehua Golf Course (Wahiawa-Ewa District Boundary line), thence south along the H-2 Freeway to the Mililani Memorial Park Road, thence southwest along the Mililani Memorial Park Road, thence south along Kipapa Stream to Waikele Stream, thence north along Waikele Stream to power lines on the western bank, thence in a westerly direction to Kupehau Road, thence from the intersection of Kupehau Road and Kunia Road in a straight line southwest to Puu Moopuna, thence in a straight line northwest to Palikea on the west boundary of the Honouliuli Forest Reserve, thence north along the crest of the Waianae Range to Puu Kanehoa, thence east along Huliwai Gulch to Kunia Road, thence north along Kunia Road, thence along the south and east boundary of Wheeler Army Air Field, thence north along Kamehameha Highway to the south boundary line of the Leilehua Golf Course, thence along the Leilehua Golf Course boundary to the H-2 Freeway.

(Date formed: April 23, 1975.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #25; Para: None] [Eff ]

\*\*\*\*\* NEXT \*\*\*\*\*

**Section 4-226. Wahiawa Neighborhood Board No. 26.**

Beginning at the intersection of the Poamoho Trail (Waialua-Wahiawa District Boundary) and the crest of the Koolau Range (east boundary of Ewa Forest Reserve), thence south along the crest of the Koolau Range to Wahiawa-Ewa District Boundary line, thence west along the Wahiawa-Ewa District Boundary to the closest point of the Waikakalaua Gulch, thence west along the northern boundary of the Waikakalaua Gulch to the H-2 Freeway,

thence north along the H-2 Freeway to the south boundary line of the Leilehua Golf Course, thence west along the Leilehua Golf Course boundary to Kamehameha Highway, thence along the east and south boundary of Wheeler Army Air Field, thence south along Kunia Road to Huliwai Gulch, thence west along Huliwai Gulch to Puu Kanehoa, thence north along the west boundary of Schofield Barracks Military Reservation (crest of Waianae Range) thence east along the north boundary of Schofield Barracks Military Reservation (Waialua-Wahiawa District Boundary), thence southeast along Kaukonahua Stream, thence east along the Waialua-Wahiawa District Boundary (Poamoho Stream) to the intersection of Poamoho Trail and the crest of the Koolau Range.

(Date formed: March 19, 1985; amended October 2, 1996, effective June 1, 1997, to provide for the creation of Neighborhood Board No. 35.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #26; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-227. North Shore Neighborhood Board No. 27.**

Beginning at the mouth of Waialeale Stream, thence south along Waialeale Stream to Oio Gulch, thence south along Oio Gulch to Elehaha Stream, thence southeast along the crest of the Koolau Range (east boundary of Kawaihoa Forest Reserve), thence south to Poamoho Trail, thence west along the Waialua-Wahiawa District Boundary (Poamoho Stream), thence northwest along Kaukonahua Stream, thence west along the north boundary of Schofield Barracks Military Reservation (Waialua-Wahiawa District Boundary), thence west along the crest of the Waianae Range (Waialua-Waianae District Boundary), thence along the top of the south rim of the Waianae Range, the south boundary of the Kaena Military Reservation, and the south boundary of Kaena Military Reservation extended, thence northeast along the Pacific Ocean to the mouth of Waialeale Stream.

(Date formed: October 11, 1977.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #27; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-228. Koolauloa Neighborhood Board No. 28.**

Beginning at the mouth of Waialeale Stream, thence south along Waialeale Stream to Oio Gulch, thence south along Oio Gulch to Elehaha Stream, thence southeast along the crest of the Koolau Range (east boundary of Kawaihoa Forest Reserve), thence along the Koolauloa-Wahiawa Boundary to Puu Kaaumakua, thence east along the Koolauloa-Koolaupoko District Boundary to Kaoio Point, thence north along the coast to the mouth of Waialeale Stream.

(Date formed: February 10, 1976.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #28; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-229. Kahalu`u Neighborhood Board No. 29.**

Beginning at Puu Kaaumakua on the crest of the Koolau Range, thence east along the crest of the ridge constituting the south boundary of the Hauula Forest Reserve and the Koolauloa-Koolaupoko District line, thence south along the coast to a point south of Heeia Pier and north of Matson Point, thence in a northwesterly direction along the crest of an unnamed ridge, thence in a westerly direction along the crest of the ridge north of Heeia Meadowlands to the crest of the Koolau Range, thence north along the Koolau Range to Puu Kaaumakua.

(Date formed: September 8, 1975.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #29; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-230. Kaneohe Neighborhood Board No. 30.**

Beginning at the junction of the crest of the Koolau Range and the crest of the ridge north of Heeia Meadowlands, thence east along the crest of the ridge north of Heeia Meadowlands, thence south and east along the crest of an unnamed ridge to a point south of Heeia Pier and north of Matson Point, thence south along the coastline (but including Mokuoloe Island) to the southwest boundary of the Kaneohe Marine Corps Base Hawaii at the junction of the H-3 Freeway and Kaneohe Bay, thence in a southwesterly direction along the crest of Mahinui Ridge, thence in a southwesterly direction along the Kaneohe-Kailua Boundary to Kamehameha Highway to its junction with Kalaniana'ole Highway and Pali Highway (including Hawaii Pacific University's Hawaii Loa Campus), thence southwest along the Pali Highway to the crest of the Koolau Range, thence north along the crest of the Koolau Range to its junction with the crest of the ridge north of Heeia Meadowlands.

(Date formed: February 10, 1976.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #30; Para: None] [Eff ]

##### **NEXT** #####

**Section 4-231. Kailua Neighborhood Board No. 31.**

Beginning at the junction of the crest of the Koolau Range and the Pali Highway, south and east, then north along the Pali Highway to the junction of Kalaniana'ole Highway and Kamehameha Highway, thence west along Kamehameha Highway to the Kaneohe-Kailua Boundary, thence east along the Kaneohe-Kailua Boundary to Mahinui Ridge, thence north along Mahinui Ridge to the southwestern corner boundary of the Kaneohe Marine Corps Base Hawaii, thence east along the boundary of the Kaneohe Marine Corps Base Hawaii to the southeastern corner boundary of the Kaneohe Marine Corps Base Hawaii, thence southeast along the coast to the north boundary of Bellows Air Force Station, thence west along the north boundary of Bellows Air Force Station, thence south along the west boundary of Bellows Air Force Station, thence west along the Olomana Golf Course boundary, thence south and west along Aniani Nui Ridge to the crest of the Koolau Range, thence north along the crest of the Koolau Range to the Pali Highway.

(Date formed: July 18, 1975.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #32; Para: None] [Eff ]

(No initiative petition filed as of September 1, 2005.) [Auth: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-103, 14-104; Hist: RNP 1986 § 2-2.1 #33; Para: None] [Eff ]

Beginning at the intersection of the eastern property line of the former Barbers Point Naval Air Station (BPNAS) and the shoreline, thence west and northwest along the coast to Waimanalo Gulch, thence north and east along Waimanalo Gulch to the west boundary of the Nanakuli Forest Reserve to Palikea, thence in a straight line southeast to Puu Moopuna, thence in a straight line northeast to the junction of Kupehau Road and Kunia Road, thence south along Kunia Road to the H-1 Freeway, thence west along the H-1 Freeway until it intersects with Kaloi Gulch, thence south along Kaloi Gulch to Waimanalo Road, thence south in a straight line to the junction with the former Oahu Railway & Land Co. (OR&L) right-of-way (abandoned) and the former BPNAS property line, thence along the eastern former BPNAS property line to the shoreline.







**ARTICLE 5**  
**INITIATION AND FORMATION OF NEIGHBORHOODS**

- Section 5-101. Initiative Petition; Voter Signatures Requirement.  
5-102. Initiative Petition Components; Neighborhood Board Composition.  
5-103. Filing and Verification.  
5-104. Commission Consideration Process.  
5-105. Reservation of Commission Powers.  
5-106. Amendment of the Initiative Petition.

##### **NEXT** #####

**Section 5-101. Initiative Petition; Voter Signatures Requirement.** A neighborhood shall be formed in accordance with the process set forth in Article 5 and subsequent to the submission of an initiative petition to the Neighborhood Commission which is signed by at least five percent (5%) or one hundred (100), whichever is less, of the registered voters within the proposed neighborhood district boundaries at the time of the last general election.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: RNP 1986 § 1-4.1; Para: § 7-801] [Eff ]

##### **NEXT** #####

**Section 5-102. Initiative Petition Components; Neighborhood Board Composition.**  
(a) The initiative petition shall set forth the proposed neighborhood board name; proposed neighborhood district boundaries and geographical definition; proposed neighborhood board organization by membership composition and scope of representation -- at large, subdistrict, or a combination of both at large and subdistrict representation; any proposed subdistrict areas, which shall include a map and geographical definitions; and the proposed number of members to be elected from the district or each subdistrict, as applicable.

(b) Each neighborhood formed shall have a neighborhood board composed of an odd number of members that totals not less than nine (9) members nor more than nineteen (19) members, each member to be elected by plurality vote from the neighborhood district or subdistrict, as applicable, in accordance with Article 6 – Elections.

(c) Initiative petitions may be amended at any time in accordance with Sections 1-102(e) & (f), Article 4, Part 3, Article 5, and 6-201(a).

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: RNP 1986 §§ 1-4.2, 1-5.1, 1-5.2; Para: §§ 1-102(e) & (f), 5-105(b)] [Eff ]

##### **NEXT** #####

**Section 5-103. Filing and Verification.** The initiative petition shall be filed with the Neighborhood Commission, which shall then transmit the petition to the city clerk for

4 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
5 14-102, 14-103, 14-104; Hist: RNP 1986 § 1-4.3; Para: None] [Eff ]

[illegible]

9     **Section 5-104. Commission Consideration Process.** (a) After receiving certification from  
10     the city clerk verifying the signatures on the initiative petition as those of registered voters  
11     residing in the applicable neighborhood district, the Neighborhood Commission shall  
12     publicize the substance of the initiative petition within the proposed neighborhood and call  
13     for the submission of any alternative initiative petitions not later than forty-five (45)  
14     calendar days after publication of the first notice of the commission's receipt of the original  
15     initiative petition.

(b) Within forty-five (45) calendar days after the deadline for the submission of any alternative initiative petitions, the commission shall hold a duly noticed public hearing within the district boundaries of the proposed neighborhood. The purpose of the public hearing shall be to determine whether the proposed neighborhood should be formed and a neighborhood board established. Any and all additional initiative petitions must be submitted before the close of the public hearing. There shall be ten (10) calendar days allowed for the submission of written testimony after the close of the public hearing.

25 (c) Not less than ten (10) nor more than forty-five (45) calendar days after the close of the  
26 public hearing, the commission shall by resolution approve or disapprove the original  
27 initiative petition and any alternative initiative petitions. One of the bases of approval or  
28 disapproval shall be evidence of neighborhood support as submitted to the commission. A  
29 statement explaining the principal reasons for the commission's action shall accompany the  
30 resolution.

32 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
33 14-102, 14-103, 14-104; Hist: RNP 1986 § 1-4.4; Para: §§ 4-302, 9-102] [Eff \_\_\_\_\_]

[illegible]

**Section 5-105. Reservation of Commission Powers.** (a) The commission reserves the power to amend any element of an initiative petition (1) when there is evidence of neighborhood support for such an amendment; (2) to provide clarity to the initiative petition; (3) to promote fairness; (4) to promote the efficient administration of the Neighborhood Board System as a whole; or (5) to meet applicable legal requirements (e.g., apportionment of representation on a one person, one vote basis – see Section 6-201(a)).

44 (b) The Neighborhood Commission may direct at any time and on its own motion that  
45 neighborhood boards shall conform their initiative petitions to the requirements of the  
46 Revised Neighborhood Plan 2006, as amended, and establish a schedule therefor. See  
47 Section 1-102(f).

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[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: RNP 1986 § 1-4.4; Para: §§ 1-102(f), 4-303, 6-201(a)] [Eff ]

===== **NEXT** =====

**Section 5-106. Amendment of the Initiative Petition.** (a) Amendments to the initiative petition originally approved by the commission may be proposed by the neighborhood board, or residents of the neighborhood district who are duly registered voters, at any time, subject to the amendment moratorium period stated at Section 4-304.

(b) Approval or disapproval of any proposed amendments shall be made by the commission after it has held a duly noticed public hearing in the affected neighborhood. The number of days provided the commission to call for alternative initiative petitions, to hold a public hearing, to allow for submission of written testimony, and to act by resolution to approve or disapprove the proposed amendments to the initiative petition originally approved shall be the same as set forth in Section 5-104.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: RNP 1986 § 1-4.5; Para: §§ 1-102(e) & (f), 4-303, 4-304, 5-105] [Eff ]

===== **NEXT** =====

**ARTICLE 6**  
**ELECTIONS**

Section	6-101.	Definitions.
	6-201.	Election Principles.
	6-202.	Chief Elections Officer.
	6-203.	Chief Monitoring Officer.
	6-204.	Computation of Time.
	6-205.	Facsimile (Fax) or Electronic Signatures.
	6-301.	Determination of Residence.
	6-302.	Voter Eligibility and Registration.
	6-303.	Candidate Eligibility and Registration.
	6-304.	Residency Paramount.
	6-305.	Disqualification by Relocation.
	6-306.	Concurrent Candidacy Prohibition.
	6-307.	Impropriety Prohibition.
	6-308.	Candidate List.
	6-309.	Candidate Profile Statements.
	6-310.	Candidate Withdrawal.
	6-311.	Insufficiency of Candidates.
	6-312.	Vacancies.
	6-313.	Election Campaigns and Finance.
	6-401.	Ballots.
	6-402.	Ballot Mailing Deadline.
	6-403.	Replacement Ballots.
	6-404.	Return of Ballots.







(4) **“Legal Resident Alien”** means any person who is not a citizen or national of the United States of America, but who is allowed under federal law to reside in the United States.

(b) A person shall have only one residence.

(c) When a person registers to vote or to be a candidate and gives as a primary residence address a location which does not have a street number, the following information shall be required:

(1) A description of the location of the residence of the person registering that is sufficient to ascertain a neighborhood district and subdistrict, as applicable, in which the person will vote or be a candidate; and

(2) A mailing address which is within the City and County of Honolulu, and where the person is legally entitled and does in fact receive mail.

(d) No person claiming residence outside the jurisdiction of the City and County of Honolulu for purposes of voting in any state or national election shall be eligible to participate in the Neighborhood Board System election as a voter or as a candidate as defined in this Neighborhood Plan, except military personnel or as otherwise provided in this Neighborhood Plan.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 6-304, 6-305, 7-206] [Eff ]

\*\*\*\*\* **NEXT** \*\*\*\*\*

**Section 6-302. Voter Eligibility and Registration.** (a) All bona fide residents, including military personnel and legal resident aliens, whose primary residence is in the neighborhood district and subdistrict, as applicable, and who are at least eighteen (18) years of age by the third (3rd) Friday in February of the election year shall be entitled to register as a voter for the Neighborhood Board System election.

(b) A resident qualified to register as a voter for a Neighborhood Board System election shall complete and subscribe to an application in the form of an affidavit to be provided by the Neighborhood Commission Office or city clerk. The affidavit shall contain, but not be limited to, the following information: name; social security number; date of birth; gender; contact telephone number; primary residence address and mailing address, if any; an oath or affirmation that the residence stated in the affidavit is the person's primary legal residence and all other information provided is true and correct; and the resident's signature.

(c) The voter registration affidavit shall be filed with the Neighborhood Commission Office by the third (3rd) Friday in February of the election year. Any voter registration affidavit filed in person or delivered other than by United States mail shall reach the Neighborhood Commission Office by 4:30 p.m. on the closing date for registration. When filed by United States mail, the envelope containing the voter registration affidavit shall be postmarked no later than the third (3rd) Friday in February of the election year and shall reach the Neighborhood Commission Office by 4:30 p.m. on the seventh (7th) calendar day following this postmark closing date.





11 (e) Any filed candidate registration affidavit which fails to satisfy these rules shall be  
12 disqualified and the affected party promptly notified accordingly.

[illegible]

25 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
26 14-102, 14-103, 14-104; Hist: ; Para: §§ 6-301, 6-305, 7-207<sup>1</sup> | Eff: ]

[illegible]

35 [Auth: RCH §§ 3-104, 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-104, 4-  
36 105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 6-301, 6-303, 6-304, 7-207, 7-  
37 208] [Eff ]

[illegible]

45 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
46 14-102, 14-103, 14-104; Hist: RNP 1986 § 3-5.4; Para: § 7-201] [Eff |

[illegible]

[illegible][illegible][illegible]

(b) In the event a candidate dies, is disqualified, or files a withdrawal notice before the withdrawal deadline of 4:30 p.m. on the tenth (10th) calendar day after the candidacy filing deadline, the candidate's name shall be excluded from the ballot.



[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

[illegible]

**Section 6-401. Ballots.** (a) A ballot shall contain the names of all candidates for the neighborhood district and subdistrict election, as applicable; indicate the manner in which the ballots are to be marked; and state that the voter shall vote for not more than the number of authorized seats or the number of candidates listed when the number of candidates is less than the number of authorized seats available.

(b) The names of the candidates shall be placed on the ballot in alphabetical order, last names (surname) first, and may be printed with the Hawaiian or English equivalent or nickname, provided the candidate so requests in writing on the candidate registration affidavit furnished by the Neighborhood Commission Office at the time the declaration is filed.

(c) The ballot shall bear no personal or professional title, word, motto, device, sign, or symbol other than the official seal of the City and County of Honolulu and/or the Neighborhood Commission's logo, unless otherwise declared essential by the Executive Secretary.

(d) Draft ballot layouts may be made available for public inspection after the candidate registration deadline and for the purposes of voter education.

(e) The ballot mailing shall only contain materials pertaining to the election of neighborhood board members.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

[illegible]

**Section 6-402. Ballot Mailing Deadline.** The Neighborhood Commission Office shall distribute ballots by United States mail to duly registered voters not later than the fourth (4th) Friday in April of the election year. [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: | |Eff |]

[illegible]

**Section 6-403. Replacement Ballots.** (a) A registered voter who does not receive, loses, or spoils a ballot may notify the Neighborhood Commission Office and request a replacement ballot. The Neighborhood Commission Office may issue a new ballot which shall be appropriately marked **“Second Ballot”** (or in the alternative **“2nd Ballot”**).





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(f) The tally sheets used in counting the ballots cast shall be marked and handled in a secure manner. After all ballots have been tabulated, the tally sheets and ballots shall be retained by the Chief Elections Officer for sixty (60) calendar days after the certified election results have been made public.

(g) Unless otherwise directed by the Neighborhood Commission, after certification of the election results and expiration of the sixty (60) calendar day period stated at subsection (f), the Chief Elections Officer may destroy the ballots and other election materials not needed for the Neighborhood Commission Office archives.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

##### **NEXT** #####

**Section 6-603. Certification of Election Results.** (a) The Chief Monitoring Officer shall present the ballot tabulation results of the election to the Chief Elections Officer for certification and presentation to the Neighborhood Commission for its review, evaluation, and acceptance.

(b) The accepted certified election results shall be made public by the Neighborhood Commission not later than the first (1st) Friday in June of the election year.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 6-202, 6-203] [Eff ]

##### **NEXT** #####

**Section 6-604. Issuance of Certificates of Election.** The Executive Secretary shall issue an appropriate certificate of election to each neighborhood board member duly elected in accordance with Article 6 or duly elected to fill a vacancy in accordance with Section 7-203.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 14-105; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 14-105; Hist: New; Para: §§ 7-203, 7-204] [Eff ]

##### **NEXT** #####

**Section 6-701. Voter Registration Challenge.** (a) Not later than sixty (60) calendar days following the close of voter registration, a resident who is registered with the Neighborhood Commission to vote in the Neighborhood Board System election may challenge the right of a person to be or to remain registered as a voter in a specific neighborhood district or subdistrict, as applicable. No voter registration challenge shall be accepted after this deadline.

(b) The challenge shall be on the grounds that the person fails to meet the voter eligibility or registration requirements as set forth in Section 6-302. The challenge shall be made in writing, set forth the grounds upon which it is based, and shall be signed by the person making the challenge. All voter registration challenges shall be timely filed with the Chief Elections Officer, who shall promptly serve notice on the person challenged.



14 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
15 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

19 **Section 6-702. Candidate Registration Challenge.** (a) A candidate registration filed  
20 in conformity with Section 6-303 shall be considered valid unless a challenge is made not  
21 later than the third (3rd) Friday in March of the election year by the Chief Elections Officer,  
22 the Chief Monitoring Officer, or a resident who is registered with the Neighborhood  
23 Commission to vote in the Neighborhood Board System election. No candidate registration  
24 challenge shall be accepted after this deadline.

(c) The Chief Elections Officer shall be empowered to conduct evidentiary hearings and to administer oaths. A hearing, if needed, shall be held not later than ten (10) calendar days after the challenge is filed. All challenges shall be decided by the Chief Elections Officer not later than 4:30 p.m. on the second (2nd) calendar day after the challenge is filed or if a hearing is needed, after the hearing is concluded. All decisions shall be issued in writing by the Chief Elections Officer and promptly communicated to the parties and the Neighborhood Commission.

40 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
41 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

45 **Section 6-703. Other Challenges.** (a) All challenges or charges of violations related to  
46 a Neighborhood Board System election other than provided for under Sections 6-701 and 6-  
47 702 shall be filed not later than seven (7) calendar days after the certified election results  
48 are made public pursuant to Section 6-603.

(c) The Chief Elections Officer shall be empowered to conduct evidentiary hearings and to administer oaths. A hearing, if needed, shall be held not later than ten (10) calendar days after the challenge or charge is filed. All challenges or charges of violations shall be decided by the Chief Elections Officer not later than 4:30 p.m. on the second (2nd) calendar day after the challenge or charge is filed, or when a hearing is needed, after the hearing is concluded. All decisions shall be issued in writing by the Chief Elections Officer and promptly communicated to the parties and Neighborhood Commission.

15 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
16 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

[illegible]

25	Section	7-101.	To Obtain Information.
26		7-102.	Neighborhood Board Powers, Duties, and Functions.
27		7-103.	Representative Capacity of Neighborhood Board Members.
28		7-104.	Community Forum Limitations.
29		7-105.	Compensation.
30		7-201.	Membership.
31		7-202.	Concurrent Holding of Elective Public Office Prohibition.
32		7-203.	Membership Vacancy.
33		7-204.	Oath of Office.
34		7-205.	Attendance of Members.
35		7-206.	Absences and Removal Process; Resignation.
36		7-207.	Reporting Change of Residency.
37		7-208.	Disqualification by Relocation.
38		7-301.	Neighborhood Board Term.
39		7-302.	Transition and Initial Convening.
40		7-303.	Regular Meetings.
41		7-304.	Special Meetings.
42		7-305.	Executive Meetings.
43		7-306.	Meeting Notice and Agenda.
44		7-307.	Priority of Business.
45		7-308.	Meeting Minutes.
46		7-401.	Officers.
47		7-402.	Removal of an Officer.
48		7-403.	Officer Vacancy.
49		7-404.	Duties of Officers.

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1	7-501.	Committees.
2	7-502.	Committee Chairs and Membership.
3	7-503.	Committee Meetings.
4	7-504.	Appointment of Delegates.
5	7-601.	Quorum and Majority Vote.
6	7-602.	Voting.
7	7-603.	Motions.
8	7-604.	Summary Chart of Motions.
9	7-605.	Suspension of the Rules.
10	7-606.	Adjournment.
11	7-607.	Motion to Adjourn.
12	7-608.	Order and Decorum.
13	7-609.	Question of Order.
14	7-610.	“Call for the Question.”
15	7-611.	Debate.
16	7-612.	Parliamentary Procedure Guidance.
17	7-701.	Conflicts of Interest.
18	7-702.	Disclosure of Interest.
19	7-703.	Political Activity.
20	7-704.	Acceptance of Gifts or Donations.
21	7-801.	Recall of a Neighborhood Board Member.

**Section 7-101. To Obtain Information.** (a) The public may obtain information as to the matters within the jurisdiction of the neighborhood boards by inquiring during regular business hours at:

The Neighborhood Commission Office  
City Hall, Room 400  
530 South King Street  
Honolulu, Hawaii 96813  
Telephone (808) 527-5749  
Fax (808) 527-5760  
E-mail [nco@co.honolulu.hi.us](mailto:nco@co.honolulu.hi.us)  
Internet Website: [www.co.honolulu.hi.us](http://www.co.honolulu.hi.us)

or at such other principal places of business as may be established by the Neighborhood Commission and the City & County of Honolulu; or by submitting a request for information directed to the chair of a specific neighborhood board.

(b) Inquiries may be made in person or by telephone during regular business hours, or by submitting a request for information in writing to the Neighborhood Commission Office by letter, fax, or e-mail.

(c) A directory of the members and officers of each neighborhood board is maintained by the Neighborhood Commission Office and is available for public inspection.

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(d) All neighborhood board rules, agendas, minutes of meetings, and other public documents are on file and available for public inspection at the Neighborhood Commission Office, are otherwise retrievable through assistance from the Neighborhood Commission Office, or through arrangement with the chair of a specific neighborhood board.

(e) Copies of the rules, agendas, minutes of meetings, and other public documents of the neighborhood boards are available to the public at a price fixed by law.

(f) Any person or agency that requests to receive notice of Neighborhood Commission or a specific neighborhood board's activities, meetings, or hearings shall be placed on an appropriate mailing list to be maintained by the Neighborhood Commission Office. The Neighborhood Commission Office shall duly distribute a copy of the appropriate meeting or hearing notices and agendas to those persons and agencies on the mailing list as an administrative service for the Neighborhood Commission and neighborhood boards. The Neighborhood Commission Office and neighborhood boards may periodically update the mailing list by inquiring whether those persons and agencies then included on the mailing list wish to continue to receive public notices of the Neighborhood Commission or that neighborhood board, and may remove from the mailing list any persons and agencies that do not respond to the inquiry.

[Auth: RCH §§ 4-105(4), 13-105, 14-101, 14-102, 14-103, 14-104; HRS § 91-2(a)(1); Imp: RCH §§ 4-105(4), 13-105, 14-101, 14-102, 14-103, 14-104; HRS §§ 91-2(a)(1), 92-7; Hist: ; Para: §§ 1-201, 7-306(e)] [Eff ]

##### **NEXT** #####

**Section 7-102. Neighborhood Board Powers, Duties, and Functions.** (a) The neighborhood boards are responsible for actively participating in the functions and processes of government by identifying, addressing, communicating, and seeking solutions to neighborhood issues and concerns, both within and outside of their respective neighborhood areas. Their actions should reflect the needs, wants, and interests of the neighborhood. Boards are encouraged to take the initiative in selecting and prioritizing their activities, and to provide reasonable means to increase and assure effective citizen participation in the governmental process.

(b) The powers, duties, and functions of neighborhood boards shall include, but not be limited to:

- (1) Increase and assure effective citizen participation in the decisions of government by providing additional and improved opportunities for public input, and communicating that input to the appropriate persons and agencies;
- (2) Initiate, review, comment, make recommendations, and advocate on any general plan, development and sustainable communities plan, zoning, planning, permitting, and other land use issues and matters both within and beyond its neighborhood district boundaries;
- (3) Initiate, review, comment, make recommendations, and advocate on any other substantive issues reasonably related to the processes or decisions of government;
- (4) Identify, prioritize, review, comment, make recommendations, and advocate on any capital improvement proposals, plans, and projects;

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- (5) Assist with evaluations of the efficiency and effectiveness of the delivery of government services and programs, whether through government agencies or contractors;
- (6) Promote general understanding of the decision-making processes of government relevant to neighborhood board issues, functions, and activities; and
- (7) Promote the role of the neighborhood board as a public and informational forum on relevant community and governmental issues in accordance with the purpose of the Neighborhood Board System.

(c) The neighborhood boards shall comply with Hawaii Revised Statutes Chapter 92 – the “Sunshine Law.” (See Appendix A4.)

(d) Neighborhood boards, with reasonable assistance from the Neighborhood Commission Office, are encouraged to network with each other, especially on a regional basis, in order to promote general awareness and understanding of issues of mutual concern, explore opportunities for collaboration, and foster beneficial relationships to further increase and assure effective citizen participation in the decisions of government.

(e) No deference, whether by the timing of taking an official action, the expression or non-expression of a substantive position, or in any other manner, shall be necessary by any neighborhood board to any other neighborhood board within whose neighborhood area an issue may be geographically located or have potentially greatest impact. Each neighborhood board is fully entitled to express its own view, opinion, or advice on any matter in order to properly fulfill its duty to increase and assure effective citizen participation in the decisions of government.

(f) Within the legal limitations of the role of neighborhood boards and the use of public resources, boards may cooperate and collaborate with persons, agencies, and community organizations so long as the cooperation and collaboration does not exceed the powers, duties, and functions of neighborhood boards as allowed by the Charter and this Neighborhood Plan.

(g) As a matter of protocol, all inquiries by the neighborhood boards and their members directed to the Department of the Corporation Counsel shall be submitted through the Executive Secretary, unless otherwise directed by the Neighborhood Commission. Section 5-203 of the Charter provides that “the corporation counsel shall serve as the chief legal adviser and legal representative of all agencies, the council, and all officers and employees in matters relating to their official powers and duties.”

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS c 92 & § 92-3; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS c 92 & § 92-3; Hist: ; Para: §§ 1-303(a), 1-305, 3-201(d), 3-401(d), 7-306(d)]

[illegible]

**Section 7-103. Representative Capacity of Neighborhood Board Members.** Each and every duly elected member of a neighborhood board shall act in accordance with the standards of conduct set forth in Section 1-401, and, whether elected by vote of the neighborhood district or subdistrict, as applicable, or by vote of the neighborhood board to

[Auth: RCH §§ 4-105(4), 11-101, 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 11-101, 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 1-301, 1-401, 7-201, 7-204] [Eff ]

[illegible]

(b) Neighborhood boards, in the performance of their powers, duties, and functions (see Section 7-102), serve as community forums by the promotion of open expression and discussion of ideas relating to government and community processes and activities by the board members and public. Care shall be taken to ensure that the public discussion is responsibly conducted and is reasonably related to the purpose stated in subsection (a) above.

(d) Neighborhood boards may reasonably engage in activities which recognize and celebrate the participation, contributions, and accomplishments of persons, agencies, and community organizations in the life of that neighborhood area or the community at large.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 1-301(a), 7-102] [Eff ]

[illegible]

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 14-105; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 14-105; Hist: ; Para: § 1-306] [Eff ]

[illegible]

**Section 7-201. Membership.** (a) The members of the neighborhood board shall all be bona fide residents, including military personnel and legal resident aliens, whose primary residence is in the neighborhood district and subdistrict, as applicable, are at least eighteen (18) years of age, and duly elected by vote of the respective neighborhood district or

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subdistrict, as applicable, or by vote of the respective neighborhood board to fill a vacancy, in accordance with the Charter and this Neighborhood Plan.

(b) Except as set forth in Section 7-202, no officer or employee of any branch or agency of the federal, state, or city and county government shall be precluded from membership on a neighborhood board.

(c) No term limits shall apply to neighborhood board members.

(d) Any neighborhood board member may be removed by recall as provided in Section 7-801.

[Auth: RCH §§ 3-104, 4-105(4), 13-119, 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-104, 4-105(4), 13-119, 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 1-302(b), 3-101, 5-102(b), 7-301] [Eff ]

[illegible]

**Section 7-202. Concurrent Holding of Elective Public Office Prohibition.** (a) A person shall not serve concurrently in an elective public office and as a member of any neighborhood board.

(b) A neighborhood board member elected or appointed to an elective public office shall be disqualified from membership on the board upon the start of the term of office for which elected or upon the administration of the oath of office for which appointed.

(c) A neighborhood board member shall not be required to resign from the seat held in order to run as a candidate for any other elective public office.

[Auth: RCH §§ 3-104, 4-105(4), 13-119, 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-104, 4-105(4), 13-119, 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 1-302(b), 3-101, 3-303, 5-102(b), 7-301, 7-703] [Eff ]

[illegible]

**Section 7-203. Membership Vacancy.** (a) Any vacancy occurring other than by the expiration of a term of office shall be promptly filled by the neighborhood board as soon as practicable after its occurrence. The remaining members of the board shall elect a successor of requisite qualifications to fill the vacancy for the remainder of the unexpired term.

(b) Any vacancy shall be filled at a regular or special meeting of the board, provided that proper notice is given on the agenda duly filed with the city clerk and distributed to all remaining members of the board and the mailing list.

(c) A majority vote of all the members to which the board is entitled shall be necessary to elect a person of requisite qualifications to fill any vacancy; provided, however, that if the number of vacancies on the board makes attainment of a majority vote of all of the members to which the board is entitled impossible, then a majority vote of the remaining

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members of the board shall be sufficient to elect a duly qualified person to fill a vacancy. A unanimous vote shall not be required to elect a person to fill a vacancy.

(d) Upon the election of a duly qualified person to fill a vacancy, that person shall subscribe to the oath of office set forth in Section 7-204 before entering upon the duties of office. After administration of the oath of office, the person may immediately join the board members at the table and fully participate in the board's activities as a member; provided that the newly elected person shall, by the seventh (7th) calendar day after the date of election, complete and subscribe to a candidate registration application in the form of an affidavit to be provided by and submitted to the Neighborhood Commission Office pursuant to Section 6-308(2). A person's failure to timely complete and submit the above required affidavit shall render the person's election to the board null and void, and disqualify the person from any further consideration as a candidate to fill a vacancy until the required affidavit is duly completed and submitted to the Neighborhood Commission Office.

[Auth: RCH §§ 3-104, 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-104, 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 6-313, 8-103] [Eff ]

===== NEXT =====

**Section 7-204. Oath of Office.** (a) Upon election to a neighborhood board in accordance with this Neighborhood Plan, and before entering upon the duties of office, each member elected shall subscribe to the following oath or affirmation before a person, including Neighborhood Assistants, duly qualified to administer oaths:

"I solemnly swear (or affirm) that I will faithfully support the Constitution and laws of the United States of America, the Constitution and laws of the State of Hawaii, the Charter and laws of the City and County of Honolulu, and the provisions of the Neighborhood Plan, and conscientiously and impartially discharge my duties, to the best of my ability, as a member of the Neighborhood Board to which I have been elected."

(b) Newly elected members of the neighborhood boards shall not be entitled or authorized to officially assume the duties of office, participate as board members to vote for the election of officers, or otherwise conduct board business until they take or subscribe to the required oath of office.

[Auth: RCH §§ 4-105(4), 13-118, 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 13-118, 14-101, 14-102, 14-103, 14-104; Hist: ; Para: § 3-102] [Eff ]

===== NEXT =====

**Section 7-205. Attendance of Members.** (a) All members shall be expected to attend all duly noticed meetings of the neighborhood board. If a member cannot attend a meeting, the member should promptly notify the chair or Executive Secretary. A member shall be recorded in the minutes as being either present or absent; an absence need not be deemed excused or unexcused.





change. A post office box number, mailing service address, or any other address which is not the member's actual residence address shall not be used or acceptable to satisfy this requirement.

(b) The Executive Secretary shall establish a form to be used for recording the date of report, name of neighborhood board and member, and new residence address of the member, and shall verify that the new residence address is within the neighborhood district and subdistrict, as applicable, in order to determine that the member remains qualified to serve in the seat to which elected. The Executive Secretary shall also promptly notify the presiding officer of the respective neighborhood board of the member's change of residency.

(c) The report form and new residence address of a neighborhood board member shall be a public record and open to public inspection to the same extent as candidate registration affidavits for a neighborhood board seat.

(d) This change of residency reporting requirement shall not apply to a neighborhood board member who changes residency and promptly vacates the seat by submitting a notice of resignation in writing to the Executive Secretary and neighborhood board chair before the reporting deadline.

[Auth: RCH §§ 3-104, 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-104, 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: §§ 6-301, 6-302, 6-303, 6-304, 6-305]  
[Eff ]

\*\*\*\*\* NEXT \*\*\*\*\*

**Section 7-208. Disqualification by Relocation.** Upon a neighborhood board member's moving to a new residence located out of the neighborhood district or subdistrict, as applicable, from which the board member was elected, the board member shall be immediately disqualified from membership on that neighborhood board and the seat deemed vacant.

[Auth: RCH §§ 3-104, 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-104, 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 6-301, 6-302, 6-303, 6-304, 6-305, 7-207] [Eff ]

\*\*\*\*\* NEXT \*\*\*\*\*

**Section 7-301. Neighborhood Board Term.** (a) The term of office for the members of the Neighborhood Board System shall be for a period of two years, from July 1 of an odd numbered year to June 30 of the next successive odd numbered year. All board members shall serve non-staggered terms of office, and all board seats shall be up for election at the same time in odd numbered years in accordance with Article 6 – Elections.

(b) The term for each respective neighborhood board shall be considered to run from that board's first regular meeting in July of an odd numbered year to the board's first regular meeting in July of the next successive odd numbered year, subject to the transition and initial convening provisions of Section 7-302.

5  
6 **Section 7-302. Transition and Initial Convening.** (a) The chair or other presiding  
7 officer of the concluding term shall be responsible for the preparation and filing of the  
8 agenda for the first neighborhood board meeting, whether regular or special, to be held on  
9 or after July 1 of the new term. The agenda for the first board meeting of the new term  
10 shall include the election of officers as the first order of business.

(c) The outgoing presiding officer who convenes the first board meeting of the new term to effect the transition between terms need not have been elected to serve on the neighborhood board for the new term, but shall serve until the election of the first presiding officer is concluded in order to assure uninterrupted continuity in the conduct of the board's duties. If the outgoing presiding officer was not elected to serve on the board during the new term, the outgoing presiding officer shall have no vote in the election of the first presiding officer for the new term.

[illegible]

(b) All neighborhood board meetings shall be open public meetings held within the City & County of Honolulu, whether within or outside of a board's neighborhood area. The recording of all or any part of neighborhood board meetings by any person by means of any audiovisual technology shall be allowed, subject to the limitations set forth in Hawaii Revised Statutes Sections 92-3, 92-4, & 92-9. (See Appendix A2.)

48 (c) The neighborhood boards shall comply with Hawaii Revised Statutes Chapter 92 – the  
49 “Sunshine Law.” (See Appendix A4.)







**Section 7-401. Officers.** (a) The officers of a neighborhood board shall consist of the chair, one or more vice chairs, secretary, treasurer, and any other officers the board may determine to conduct its business.

(b) The chair and all other officers shall be elected annually by and from the membership of the board. Each officer shall be elected at a duly noticed meeting by a majority vote of the entire membership to which the board is entitled.

(c) The term of an officer shall be for one (1) year, beginning in July and ending the following June, or until the election of a successor.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 3-210, 7-404] [Eff ]

##### **NEXT** #####

**Section 7-402. Removal of an Officer.** Any action to remove an officer shall occur only at a duly noticed meeting of a neighborhood board and shall require a majority vote of the entire membership to which the board is entitled.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: § 3-211] [Eff ]

##### **NEXT** #####

**Section 7-403. Officer Vacancy.** (a) In the event the chair's seat becomes vacant for any reason, the vice chair shall serve as the temporary presiding officer until a successor is elected to fill the unexpired term of the chair.

(b) When a vacancy in any officer position occurs, the neighborhood board members shall elect a successor only at a duly noticed meeting of the board. The meeting agenda shall indicate the intent to fill the vacancy in an officer position. Each officer shall be elected by a majority vote of the entire membership to which the board is entitled. A board member elected to an officer vacancy shall serve the remainder term for that office.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: § 3-212] [Eff ]

##### **NEXT** #####

**Section 7-404. Duties of Officers.**

**(a) Presiding Officer.** The chair shall be the presiding officer of the neighborhood board. In the absence or disability of the chair, the vice chair shall act as the presiding officer. If both the chair and vice chair are absent or otherwise disabled, the secretary shall act as the presiding officer. If the chair, vice chair, and secretary are absent or otherwise disabled, the treasurer shall act as the presiding officer or the board may elect a chair pro tem to temporarily serve as the presiding officer.

**(b) Chair.** It shall be the duty of the chair to:

- (1) Serve as the spokesperson and representative of the board.
- (2) Prepare the agenda, taking care to include only appropriate matters properly worded, with the input and advice of the board members, Executive Secretary, and Corporation Counsel.
- (3) Review the draft meeting minutes prior to distribution to the members and mailing list.
- (4) Open all meetings of the board at the appointed time by taking the chair and calling the board to order.
- (5) Call for the approval of the minutes of the preceding meeting when a quorum shall be present.
- (6) Maintain order and proper decorum, with the assistance of all board members.
- (7) Make known all rules of order when so requested, and to decide all questions of order, subject to an appeal to the board.
- (8) Make known all rules of the Neighborhood Board System when necessary or requested.
- (9) Vote on all matters.
- (10) Announce the business before the board.
- (11) Receive and submit all appropriate matters properly brought before the board, to call for votes upon the same, and to announce the results.
- (12) Receive and promptly present or report all communications to the board.
- (13) Create appropriate committees and appoint and remove all committee chairs and members, unless otherwise directed by the board.
- (14) Appoint all board delegates, unless otherwise directed by the board.
- (15) Refer matters to committees as appropriate.
- (16) Authenticate by signature all advisory actions of the board as may be required.
- (17) Appoint a secretary pro tem in the absence of the secretary.
- (18) Assist the Neighborhood Assistant with the preparation of accurate minutes and maintenance of records of the board's proceedings.
- (19) Perform any other duties as may be assigned by the board, may properly appertain to the office, or may be required by law.

**(c) Vice Chair.** It shall be the duty of the vice chair to:

- (1) Assist the chair with conducting meetings and the administration of the board's activities.
- (2) Serve as the presiding officer and perform all duties and exercise all powers of the chair in the absence or disability of the chair.
- (3) Assist the Neighborhood Assistant with the preparation of accurate minutes and maintenance of records of the board's proceedings.
- (4) Perform such other duties as may be assigned by the board.

**(d) Secretary.** It shall be the duty of the secretary to:

- (1) Assist the chair and vice chair with conducting meetings and the administration of the board's activities.
- (2) Serve as the presiding officer and perform all duties and exercise all powers of the chair and vice chair in their absence or disability.
- (3) Assist the Neighborhood Assistant with the preparation of accurate minutes and maintenance of records of the board's proceedings.
- (4) Perform such other duties as may be assigned by the board.





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(d) Committees shall report to the full board at duly noticed meetings their activities, findings, recommendations, and the means by which any recommendations were determined.

(e) No committee may speak for the board. Any and all formal action by a board shall only be taken at a duly noticed meeting by a majority vote of the entire membership to which the board is entitled.

(f) The presiding officer of any committee of a neighborhood board or a majority of the committee present may expel from the committee meeting any person who is guilty of disorderly, contemptuous, or improper conduct at any committee meeting.

[Auth: RCH §§ 3-107(6), 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-107(6), 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: § 3-214] [Eff ]

[illegible]

**Section 7-502. Committee Chairs and Membership.** (a) The chair of a neighborhood board committee shall be a member of that board. The committee chair shall be appointed and may be removed by the board chair, unless otherwise directed by the board.

(b) Membership on a committee shall be open to all other interested persons – who are eligible and encouraged to participate, without regard to place of residence – consistent with the purpose of the Neighborhood Board System to increase and assure effective citizen participation in the decisions of government.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: § 3-214] [Eff ]

[illegible]

**Section 7-503. Committee Meetings.** All committees shall comply with Hawaii Revised Statutes Chapter 92 – the “Sunshine Law”; duly prepare meeting notices, agendas, and minutes; and hold meetings at places reasonably accessible to the public. Committee meeting notices and agendas shall be duly distributed to the board members and persons and agencies on the mailing list.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS c 92; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; HRS c 92; Hist: New; Para: § 3-214] [Eff \_\_\_\_\_]

[illegible]

**Section 7-504. Appointment of Delegates.** (a) The neighborhood board may appoint delegates from among its membership and the public to represent the board in various matters as necessary and appropriate to perform its duties. The board, at the time of appointment of a delegate, shall define the scope of representation granted and duties assigned to the delegate.

(b) Delegates may be appointed by the board chair, unless otherwise directed by the board.

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(c) Delegate responsibilities may include, but not be limited to, information gathering, attendance of various group meetings, evaluation of matters presented to the board, and initiation of proposals for the consideration of the full board.

(d) Delegates shall report to the full board at duly noticed meetings their activities, findings, recommendations, and the means by which any recommendations were determined.

(e) No delegate may speak for the board or exceed the scope of representation granted by the board. Any and all formal action by the board shall only be taken at a duly noticed meeting by a majority vote of the entire membership to which the board is entitled.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: §§ 3-215, 7-404(b)(14), 7-501] [Eff ]

##### **NEXT** #####

**Section 7-601. Quorum and Majority Vote.** (a) The presence of a majority of all the members to which the board is entitled shall constitute a quorum to do business.

(b) The affirmative vote of not less than the majority of the entire membership to which the board is entitled shall be necessary to take any action. Such action shall be made only at a duly noticed meeting open to the public.

(c) So long as a board member is present within the meeting place, the member shall be counted for the purpose of determining quorum.

(d) If a quorum is not present at the duly noticed meeting time, the presiding officer shall be allowed to call the meeting to order for the purposes of making announcements, hearing agency and community input, providing issue updates, and hearing presentations. No action shall be taken by the board until a quorum is attained. If a quorum is not attained, the meeting notes shall be considered a memorandum for the record and not minutes.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: §§ 3-205, 3-206, 7-308] [Eff ]

##### **NEXT** #####

**Section 7-602. Voting.** (a) All neighborhood board meetings shall be open to the public and every vote taken by the board shall be by open ballot. The vote of each board member shall be recorded in the meeting minutes.

(b) All members of the board shall be entitled and qualified to vote at all times on the one person, one vote principle.

(c) There shall be four (4) voting methods allowed in order to ascertain the decision of the board upon any matter: roll call; by show of hands; by voice vote; and by unanimous consent. The members shall vote in the affirmative, negative, or may abstain. A member



(b) A motion to suspend any rule of parliamentary procedure not otherwise set forth in this Neighborhood Plan or contrary to governing law may be made and considered by a

3  
4 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
5 14-102, 14-103, 14-104; Hist: New; Para: §§ 3-216, 7-603, 7-604, 7-606, 7-607, 7-610] [Eff  
6 ]

[illegible]

8  
9 **Section 7-606. Adjournment.** A meeting may be adjourned at any time by an  
10 affirmative vote of at least a majority of the entire membership to which the board is  
11 entitled. Every adjournment shall be deemed to be to the next regular meeting of the board,  
12 unless otherwise specified in the motion.

13  
14 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
15 14-102, 14-103, 14-104; Hist: ; Para: §§ 7-603, 7-604, 7-605, 7-607, 7-610] [Eff ]

16

[illegible]

18  
19 **Section 7-607. Motion to Adjourn.** A motion to adjourn is always in order and shall  
20 be decided without debate. One motion to adjourn shall not follow another without  
21 intervening business. A meeting may be adjourned at any time by a majority vote of the  
22 entire membership to which the board is entitled, unless a quorum is lost. When a quorum  
23 is lost, the meeting may be adjourned by the affirmative vote of the majority of board  
24 members present.

25  
26 [Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101,  
27 14-102, 14-103, 14-104; Hist: ; Para: §§ 7-603, 7-604, 7-605, 7-606, 7-610] [Eff ]

28

[illegible]

**Section 7-608. Order and Decorum.** (a) It shall be the duty of all neighborhood board members to promote and preserve the order and decorum of the board's proceedings.

(b) The neighborhood board may suspend, for a period of not more than thirty (30) calendar days, any member for disorderly or contemptuous behavior in its presence, upon an affirmative vote of at least two-thirds (2/3) of its entire membership.

37  
38 (c) The presiding officer or the neighborhood board may, by a majority vote, expel any other  
39 person who is guilty of disorderly, contemptuous, or improper conduct at any meeting.

40  
41 [Auth: RCH §§ 3-107(4), 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 3-107(4),  
42 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: § 3-208] [Eff ]

43

[illegible]

**Section 7-609. Question of Order.** A question of order (“point of order”) may be raised at any stage of the proceedings, except when votes are being counted. The question shall be decided by the presiding officer without debate, subject to an appeal to the board.











33 [Auth: RCH §§ 4-105(4), 12-102, 12-103, 14-101, 14-102, 14-103, 14-104, 14-105; Imp:  
34 RCH §§ 4-105(4), 12-102, 12-103, 14-101, 14-102, 14-103, 14-104, 14-105; Hist: New;  
35 Para: § 5-101] [Eff \_\_\_\_\_]

[illegible]

43      Section    8-101.      Initiation of Termination.  
44                    8-102.      Termination Initiated by Residents.  
45                    8-103.      Termination Initiated by Neighborhood Board.  
46                    8-104.      Termination Initiated by Neighborhood Commission.  
47                    8-105.      New Initiation and Formation Not Precluded.

[illegible]



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(b) The commission shall initiate action to consider the termination of the board pursuant to Section 8-104.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

##### **NEXT** #####

**Section 8-104. Termination Initiated by Neighborhood Commission.** (a) If a neighborhood board fails to meet or attain quorum to conduct business for six (6) consecutive months, or for other valid reasons, the Neighborhood Commission may initiate action to terminate the board and hold a duly noticed public hearing within the district boundaries of the neighborhood. The purpose of the public hearing shall be to determine whether the neighborhood board should be terminated. There shall be ten (10) calendar days allowed for the submission of written testimony after the close of the public hearing.

(b) Not less than ten (10) nor more than forty-five (45) calendar days after the close of the public hearing, the commission shall by resolution determine whether to terminate the neighborhood board or take some other action. A statement explaining the principal reasons for the commission's action shall accompany the resolution. A two-thirds (2/3) vote of the commission shall be required to accomplish the termination of a neighborhood board.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: ] [Eff ]

##### **NEXT** #####

**Section 8-105. New Initiation and Formation Not Precluded.** The termination of a neighborhood board by the affirmative vote of a majority of the votes cast in the neighborhood or by Neighborhood Commission action pursuant to this Article 8, shall not preclude the initiation and formation of a new neighborhood board at any time pursuant to Article 5.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: New; Para: ] [Eff ]

##### **NEXT** #####

**ARTICLE 9**  
**AMENDMENT OR REVISION OF THE NEIGHBORHOOD PLAN**

- |         |        |   |
|---------|--------|---|
| Section | 9-101. | Initiation of Proceedings to Adopt, Amend, Revise, or Repeal the Neighborhood Plan. |
|         | 9-102. | Method of Adoption, Amendment, Revision, or Repeal of Rules.                        |
|         | 9-103. | Place and Time of Public Hearings.  |
|         | 9-104. | Effective Date of Amendment or Revision.  |
|         | 9-201. | Periodic Comprehensive Review.  |



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(d) The commission shall announce at the public hearing the date as to when it intends to make its decision. Upon the adoption, amendment, revision, or repeal of a rule, the commission shall issue a concise statement of the principal reasons for its decision.

[Auth: RCH §§ 4-105(4), 13-106, 14-101, 14-102, 14-103, 14-104; HRS § 91-3; Imp: RCH §§ 4-105(4), 13-106, 14-101, 14-102, 14-103, 14-104; HRS § 91-3; Hist: ; Para: §§ 1-304, 3-206, 4-302, 4-303, 5-104, 5-106] [Eff ]

##### **NEXT** #####

**Section 9-103. Place and Time of Public Hearings.** Public hearings shall be held as appropriate at City Hall, in the community at large, or in the specific neighborhood area affected by a proposed action, and may be held on weekdays, weekday evenings, or on Saturdays. No public hearings shall be held on Sundays.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104; Hist: ; Para: § 1-304] [Eff ]

##### **NEXT** #####

**Section 9-104. Effective Date of Amendment or Revision.** (a) Subject to the approval of the Mayor, any adoption, amendment, revision, or repeal of any rule approved by the Neighborhood Commission shall become effective at the time and under the conditions specified in the resolution of approval and in compliance with Hawaii Revised Statutes Section 91-4, or as otherwise provided by law.

(b) Upon approval by the Mayor, the Neighborhood Commission shall file forthwith certified copies of the newly adopted, amended, revised, or repealed rule with the City Clerk. The City Clerk shall then file forthwith certified copies of the same with the Lieutenant Governor. A permanent register of the rules, open to public inspection, shall be kept by the Lieutenant Governor and the City Clerk.

(c) Each rule adopted, amended, revised, or repealed shall become effective ten (10) calendar days after filing with the City Clerk.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 15-104; HRS §§ 91-3(c), 91-4; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103, 14-104, 15-104; HRS §§ 91-3(c), 91-4; Hist: \_\_\_\_\_; Para: §§ 1-104, 1-303(a), 1-304] [Eff ]

##### **NEXT** #####

**Section 9-201. Periodic Comprehensive Review.** On or before July 31, 2010 and at periodic intervals of not more than five years thereafter, the presiding officer of the Neighborhood Commission shall appoint an ad hoc committee consisting of not less than three members of the commission, not less than six members of the neighborhood boards, and the Executive Secretary to comprehensively study, review, and evaluate these rules, solicit public comments thereon, and report on the committee's activities and findings to the full Neighborhood Commission, including any recommendations for any revisions deemed necessary to promote both the improvement of this Neighborhood Plan and the

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efficient and effective conduct of the duties and business of the Neighborhood Commission and the Neighborhood Board System.

[Auth: RCH §§ 4-105(4), 14-101, 14-102, 14-103(b), 14-104; Imp: RCH §§ 4-105(4), 14-101, 14-102, 14-103(b), 14-104; Hist: ; Para: §§ 1-303(a), 1-304, 4-304]

[illegible]

## LIST OF APPENDICES

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| A3.          | Tables of Disposition.   |
| A4.          | Text of Hawaii Revised Statutes Chapter 92, Public Agency Meetings and Records ("Sunshine Law").                                 |

[illegible]